FILED
★ JAN 14 1938 P
Please return to the
Secretary's File Room

Ordered No. 536 1-11-38

January 11, 1938.

~~November 26, 1937.~~

MEMORANDUM NO. 744

In order to bring about better coordination between those bureaus and agencies of the Department sponsoring or engaged in drainage operations; in order to guard against the initiation of projects that might result unnecessarily in serious injury to or in ultimate destruction of important wildlife habitat, thus directly affecting the Department's program of restoration and conservation of wildlife and its habitat; it is hereby directed that all bureaus and agencies of the Department sponsoring or engaged in drainage operations, including work of this nature prosecuted by the aid of the Civilian Conservation Corps, submit copies of plans for the initiation or extension of such projects, prior to their actual undertaking, to the Chief of the Bureau of Biological Survey for review and consideration from the standpoint of the effects of such operations on wildlife. In the event of disagreement with the resulting recommendations of the Biological Survey, projects should be referred to the Office of Land Use Coordination for clearance. Adherence to this procedure will better serve the interests of the Department in its policy to restore and conserve one of the Nation's most important natural resources.

H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 7, 1938

MEMORANDUM FOR THE SECRETARY

It is believed that the attached memorandum will clarify the confusion which has been created by drainage operations of the Department in the past. I feel that it should be issued as a Secretarial memorandum as soon as possible.

Sincerely yours,

M. S. Eisenhower,
Coordinator of Land Use Planning.

Dup. Reg. No. 560
Jan 18, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 17, 1938

FILED
★ JAN 24 1938 B
Please return to the
Secretary's File Room

MEMORANDUM NO. 745

Attention is directed to the fact that letters referred from the White House to this Department shall not be published in whole or in part. It is not to be permissible for writers to quote from any of these letters.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 17, 1938

MEMORANDUM NO. 745

Attention is directed to the fact that letters received from the White House to this Department shall not be published in whole or in part. It is not to be permissible for writers to quote from any of these letters.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Let me hear

DIVISION OF OPERATION

January 14, 1938.

Memorandum for Mr. Appleby,
Assistant to the Secretary

Dear Mr. Appleby:

I received a telephone message today from the White House stating that Mr. Stephen Early, Secretary to the President, has requested the official in charge of the White House mail room to notify all Executive Departments to issue orders to all of their bureaus and offices that letters referred from the White House to Federal agencies should not be published in whole or in part. He also requested that writers be prohibited from quoting from any of these letters.

Very truly yours,

Joseph Haley

Joseph Haley,
Chief, Division of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION

January 14, 1935.

Memorandum for Mr. Appleby,
Assistant to the Secretary

Dear Mr. Appleby:

I received a telephone message today from the White House stating that Mr. Stephen Early, Secretary to the President, has requested the official in charge of the White House mail room to notify all Executive Departments to issue orders to all of their bureaus and offices that letters referred from the White House to Federal agencies should not be published in whole or in part. He also requested that writers be prohibited from quoting from any of these letters.

Very truly yours,

Joseph Haley,
Chief, Division of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

D

OFFICE OF CHIEF OF BUREAU

November 10, 1937.

MEMORANDUM FOR MR. HERRELL.

Dear Mr. Herrell:

Receipt is acknowledged of your memorandum of November 4, 1937, regarding the decision of the Acting Comptroller General, dated August 28, 1937, relative to the regulation of office hours of field employees to permit the closing of offices on Saturday. We have no situations in the field which would appear to warrant a recommendation for five-day week by this Bureau.

Very sincerely,

[signature]

Business Manager of Bureau.

APPOINTMENTS
DIVISION OF
U. S. DEPARTMENT
OF AGRICULTURE
RECEIVED
JAN 15 1938

RECEIVED
NOV 11 1937
DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS

November 4, 1937

MEMORANDUM FOR DR. THOMAS H. MACDONALD
Bureau of Public Roads

Dear Dr. MacDonald:

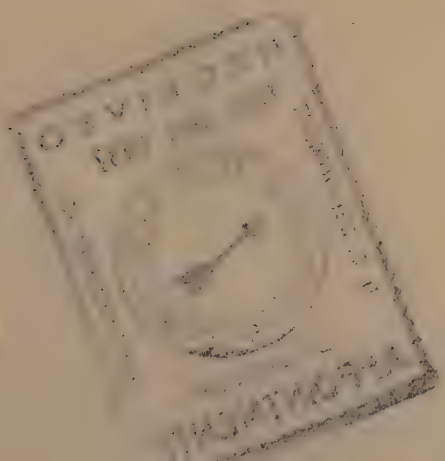
Reference is made to the decision of the Acting Comptroller General of the United States, dated August 28, 1937 (A-88481) and memorandum of the Secretary dated October 8, 1937 (No. 739), relative to the regulation of office hours of field employees to permit the closing of offices on Saturday.

The exceptions granted were for two specific cases in the Bureau of Public Roads. However, since the issuance of the Secretary's memorandum, several additional cases have been submitted, recommending the establishment of a 5-day week for field offices located in state-owned or state-controlled buildings.

It is our desire to make a survey of the entire Department with a view to ascertaining the exact number and location of the various offices where it may be necessary to establish the 5-day week.

If you have any cases other than those submitted to the Office of the Secretary on July 20, 1937, please submit a report giving full and complete information on them.

Very truly yours,



Chief, Division of Appointments.

RECEIVED
DEC 20 1937
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

November 4, 1937

MEMORANDUM FOR MR. J. R. MOHLER
Bureau of Animal Industry

Dear Dr. Mohler:

Reference is made to the decision of the Acting Comptroller General of the United States, dated August 28, 1937 (A-88481) and memorandum of the Secretary dated October 8, 1937 (No. 739), relative to the regulation of office hours of field employees to permit the closing of offices on Saturday.

The exceptions granted were for two specific cases in the Bureau of Public Roads. However, since the issuance of the Secretary's memorandum, several additional cases have been submitted, recommending the establishment of a 5-day week for field offices located in state-owned or state-controlled buildings.

It is our desire to make a survey of the entire Department with a view to ascertaining the exact number and location of the various offices where it may be necessary to establish the 5-day week.

If you have any cases other than those submitted to the Office of the Secretary on October 22, 1937, bylease submit a report giving full and complete information on them.

Very truly yours,

Chief, Division of Appointments.

[illegible]

November 4, 1937

MEMORANDUM FOR DR. ALBERT G. BLACK
Bureau of Agricultural Economics

Dear Dr. Black:

Reference is made to the decision of the Acting Comptroller General of the United States, dated August 28, 1937 (A-88481) and memorandum of the Secretary, dated October 8, 1937 (No. 739), relative to the regulation of office hours of field employees to permit the closing of offices on Saturday.

The exceptions granted were for two specific cases in the Bureau of Public Roads. However, since the issuance of the Secretary's memorandum, several additional cases have been submitted, recommending the establishment of a 5-day-week for field offices located in state-owned or state-controlled buildings.

It is our desire to make a survey of the entire Department with a view to ascertaining the exact number and location of the various offices where it may be necessary to establish the 5-day-week.

If you have any cases other than those submitted to the Office of the Secretary on October 12, 1937 by Mr. F. J. Hughes, please submit a report giving full and complete information on them.

Very truly yours,

Chief, Division of Appointments.

[illegible]

November 4, 1937

MEMORANDUM FOR MR. S. H. McCRORY
Bureau of Agricultural Engineering

Dear Mr. McCrory:

Reference is made to the decision of the Acting Comptroller General of the United States, dated August 28, 1937 (A-88481) and memorandum of the Secretary dated October 8, 1937 (No. 739), relative to the regulation of office hours of field employees to permit the closing of offices on Saturday.

The exceptions granted were for two specific cases in the Bureau of Public Roads. However, since the issuance of the Secretary's memorandum, several additional cases have been submitted, recommending the establishment of a 5-day week for field offices located in state-owned or state-controlled buildings.

It is our desire to make a survey of the entire Department with a view to ascertaining the exact number and location of the various offices where it may be necessary to establish the 5-day week.

If you have any situations in the field service of your bureau which fall within the purview of the Acting Comptroller General's decision of August 28, 1937, please submit a report giving full and detailed information regarding same.

Very truly yours,

L. B. Merrill

Chief, Division of Appointments.

Same letter to
Biological Survey
Chemistry & Soils
Dairy Industry
Entomology & Plant Quar.
Plant Industry
Com. Exchange Adm
Extension Service
Agricultural Engineering
Forest Service
Experiment Stations
A. A. A.
Farm Security
Solicitor
Soil Con. A
Weather Bu

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

December 14, 1937.

(0)
Personnel

MEMORANDUM FOR MR. S. B. HERRELL

Dear Mr. Herrell:

Reference is made to your memorandum of November 4.

Replies received as a result of circularization of all field offices indicate that, at the present time, there are no instances of field offices being located in state-owned or state-controlled buildings where such circumstance would necessitate establishment of a five-day week.

Very sincerely yours,

E. W. LOVERIDGE,
Acting Chief, Forest Service.

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

November 13, 1937.

MEMORANDUM to Mr. S. B. Herrell,
Chief, Division of Appointments.

Dear Mr. Herrell:

Acknowledgment is made of your communication of November 4, 1937, addressed to Dr. Bennett asking for information as to the location of offices where the establishment of a five-day week may be desirable.

Information is being requested from our field offices on this subject and as soon as the replies are received, you will be advised.

Very truly yours,

Roy W. Kelly

Roy W. Kelly, Chief,
Personnel and Training Division.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
RECEIVED
NOV 16 1937
AGRICULTURE

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

Washington, D. C.,
December 13, 1937.

MEMORANDUM TO MR. S. B. HERRELL,
Chief, Division of Appointments.

Dear Mr. Herrell:

Pursuant to your communication of November 4, 1937, addressed to Dr. Bennett, regarding field offices where a five-day week might be necessary, an investigation has been made of our various field locations. It appears that we have no field offices where it would be expedient to close on Saturday under present conditions. If any change in this situation occurs, you will be notified promptly.

Very truly yours,

Roy W. Kelly

Roy W. Kelly, Chief,
Personnel and Training Division.

RECEIVED
DEC 14 1937
U. S. DEPARTMENT OF AGRICULTURE
APPOINTMENTS
DIVISION OF

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

WASHINGTON, D. C.

November 30, 1937.

Mr. S. B. Herrell,

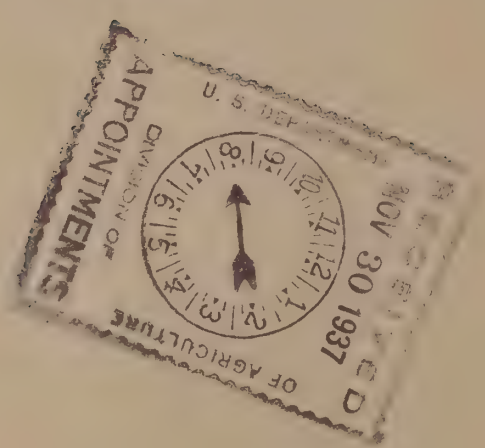
Chief, Division of Appointments.

Dear Mr. Herrell:

In reply to your memorandum of November 4 relative to the regulation of office hours of field employees to permit the closing of offices on Saturday, you are advised that this Bureau has no cases which fall within the purview of the Acting Comptroller's decision dated August 28, 1937, (A-88481), mentioned in your memorandum.

Very truly yours,

Business Manager.


APPOINTMENTS
OF AGRICULTURE
NOV 30 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
RESETTLEMENT ADMINISTRATION
FARM SECURITY ADMINISTRATION
OFFICE OF THE ADMINISTRATOR
WASHINGTON

IN REPLY REFER TO

NOV 24 1937

MEMORANDUM FOR MR. S. B. HERRELL
Chief, Division of Appointments

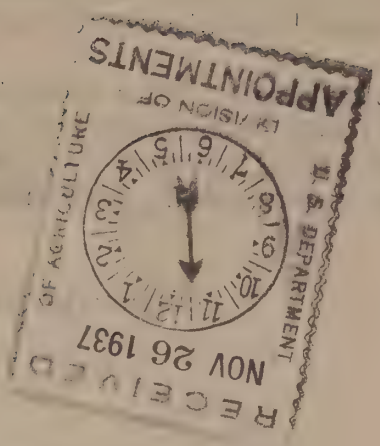
Dear Mr. Herrell:

According to the information available to the Washington office of this Administration, there are no situations in the field service which fall within the purview of the Acting Comptroller General's decision of August 28, 1937.

However, the field activities of this Administration are being canvassed, and if any situations are reported indicating a necessity for establishing a 5-day week, a report will be made to you as requested in your memorandum of November 4.

Sincerely yours,

Acting Administrator


APPOINTMENTS
DIVISION OF
U.S. DEPARTMENT
OF AGRICULTURE
RECEIVED
NOV 26 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF EXPERIMENT STATIONS
WASHINGTON, D.C.

November 22, 1937.

MEMORANDUM FOR MR. S. B. HERRELL
Chief, Division of Appointments, Office of Personnel.

Dear Mr. Herrell:

Replying to your memorandum of November 4, the only field offices which we have are the Federal Agricultural Experiment Stations located at Mayaguez, Puerto Rico, and Honolulu, Hawaii. There are no circumstances at either of these stations, because of location of offices in State-owned or State-controlled buildings, which would make it necessary to establish the five day week.

Very truly yours,

James T. Jardine

Chief,
Office of Experiment Stations.

RECEIVED
NOV 23 1937
DEPARTMENT OF AGRICULTURE
U. S.
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF CHEMISTRY AND SOILS

WASHINGTON

November 22, 1937

MEMORANDUM for Mr. Herrell,

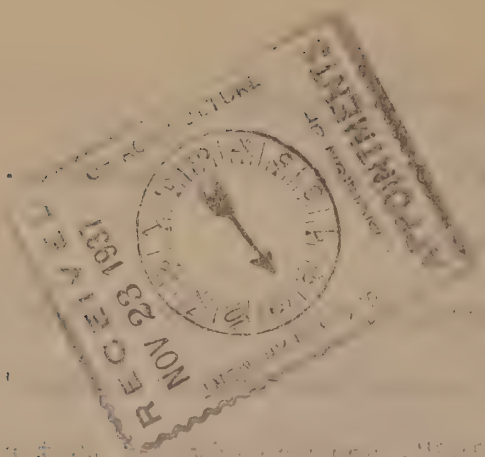
Chief, Division of Appointments.

Dear Mr. Herrell:

Referring to your memorandum of November 4, relative to the Acting Comptroller General's Decision of August 28, 1937, you are advised that at none of the field stations of this Bureau where space is occupied in State owned or State controlled buildings do the cooperating State agencies have a five-day work week.

Very truly yours,

Henry G. Knight,
Chief of Bureau.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UNITED STATES DEPARTMENT OF AGRICULTURE

EXTENSION SERVICE

WASHINGTON, D. C.

November 22, 1937

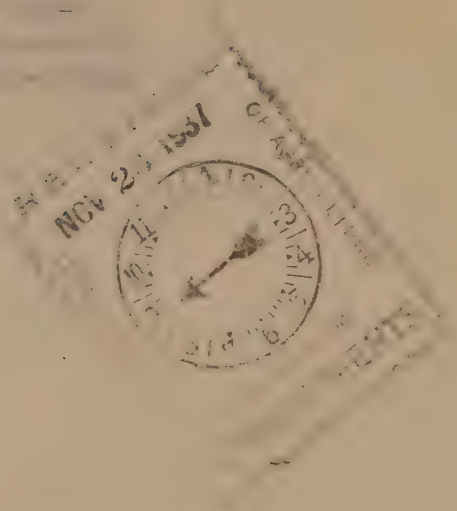
MEMORANDUM FOR MR. S. B. HERRELL,
Chief, Division of Appointments

Dear Mr. Herrell:

In reply to your memorandum of November 4, 1937, addressed to Director Warburton, you are advised that the necessity of recommending a 5-day week for any of the field offices of the Extension Service located in State-owned or State-controlled buildings is not anticipated.

Very truly yours,

M. M. Thayer
Business Manager



UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND DRUG ADMINISTRATION
WASHINGTON, D. C.

November 19, 1937

Mr. S. B. Herrell,

Chief, Division of Appointments.

Dear Mr. Herrell:

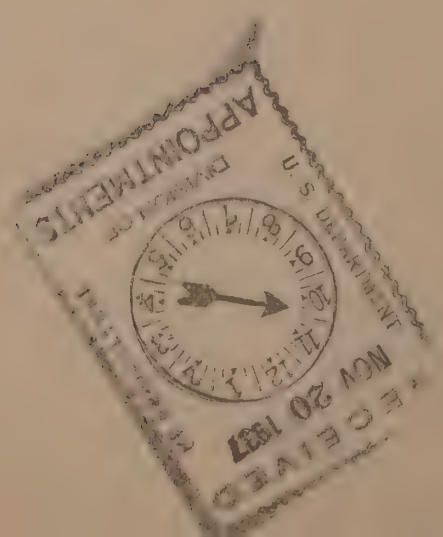
Receipt is acknowledged of your memorandum of November 4 requesting to be advised of the number and location of offices where it may be necessary to establish a five-day week because of closing on Saturday of the state-controlled buildings in which they are located.

The Food and Drug Administration has no office in which it is necessary to establish a five-day week because of the reason given.

Very truly yours,

F. B. Kinton

Acting Chief


APPOINTMENTS
U.S. DEPARTMENT OF
RECEIVED
NOV 20 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

PZ

November 15, 1937

MEMORANDUM FOR MR. S. B. HERRELL
Chief, Division of Appointments

Dear Mr. Herrell:

Reference is made to your memorandum dated November 4.

In connection with decision dated August 28, 1937 (A-88481) of the Acting Comptroller General and memorandum of the Secretary dated October 8, 1937 (No. 739) relative to the regulation of office hours of field employees to permit the closing of offices on Saturday, you are advised that the Bureau has no situations in the field service which would fall within the scope of the above-mentioned decision.

Very truly yours,

Lee Dillon

Acting Chief.

RECEIVED
NOV 20 1937
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

NOV 19 193

MEMORANDUM FOR MR. S. B. HERRELL,
Chief, Division of Appointments

Dear Mr. Herrell:

An answer to your memorandum of November 4, relative to the regulation of office hours of field employees to permit the closing of offices on Saturday, was delayed until a study could be made of this matter. We now find that we do not have any situations in our field offices which would fall within the purview of this decision.

Very truly yours,

For the Solicitor.

RECEIVED
NOV 19 1937
U. S. DEPARTMENT
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
Office of Assistant Chief
WASHINGTON

November 16, 1937.

MEMORANDUM FOR CHIEF, DIVISION OF APPOINTMENTS.

Dear Mr. Herrell:

Reference is made to your memorandum of November 4, requesting information as to whether the Weather Bureau has any situations in the field service falling within the purview of the Acting Comptroller General's decision of August 28, 1937, relative to the regulation of office hours of field employees to permit the closing of offices on Saturday.

In reply, you are advised that no situation wherein any difficulty has been experienced by our field personnel has been brought to our attention up to the present time.

Very truly yours,

C. C. Clark,
Assistant Chief of Bureau.

RECEIVED
NOV 17 1937
DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

November 15, 1937.

MEMORANDUM FOR MR. S. B. HERRELL,
Chief, Division of Appointments,
Department of Agriculture.

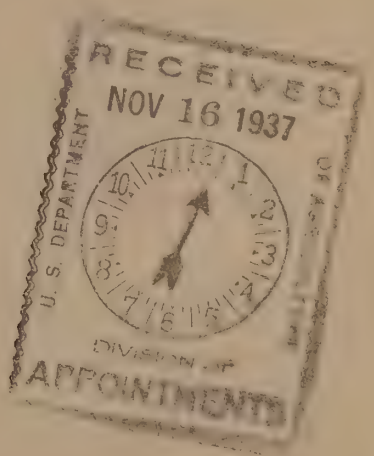
Dear Mr. Herrell:

This will acknowledge receipt of your memorandum of November 4, requesting information as to the number and locations of the various offices of the Agricultural Adjustment Administration where it might be necessary to establish a five-day week under conditions similar to those on which the decision of the Acting Comptroller General, dated August 28, 1937, were based.

While a number of our field offices are located in state-owned or state-controlled buildings, inquiry among the several Divisions of this organization revealed that it will not be necessary or desirable to request the establishment of the five-day week for any of our state offices.

Sincerely yours,

James E. Jones,
Senior Administrative Officer.


RECEIVED
NOV 16 1937
U. S. DEPARTMENT
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ENGINEERING
WASHINGTON, D.C.

IN YOUR REPLY PLEASE
REFER TO FILE No. W-1

November 12, 1937.

MEMORANDUM FOR MR. S. B. HERRELL,
Chief, Division of Appointments.

Dear Mr. Herrell:

Reference is made to your memorandum of November 4, 1937, asking to be advised whether we have any situations in the field service which fall within the purview of the Acting Comptroller General's decision No. A-88481, dated August 28, 1937, which relates to the closing of offices on Saturdays.

This Bureau has no conditions in the field which fall within the scope of the above mentioned decision.

Very truly yours,

S. H. McCrory,
Chief of Bureau.

RECEIVED
NOV 13 1937
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

JESSE W. TAPP, PRESIDENT F. R. WILCOX, VICE PRESIDENT H. A. WILKINSON, EXECUTIVE OFFICER

FEDERAL SURPLUS COMMODITIES CORPORATION
1901 D STREET NW.
WASHINGTON

J. G. BLANDI, SECRETARY

November 11, 1937.

MEMORANDUM TO MR. S. B. HERRELL, CHIEF,
Division of Appointments,
Office of Personnel.

Dear Mr. Herrell:

Reference is made to your memorandum to Mr. Tapp of November 4, 1937, with regard to the decision of the Comptroller General and the memorandum of the Secretary concerning the regulation of office hours of field employees to permit the closing of offices on Saturday.

At the present time there appear to be no cases in the Federal Surplus Commodities Corporation which would require this Corporation to recommend to the Secretary the establishment of a 5-day week for field offices of the Corporation.

At the present time the Corporation has no field offices located in state-owned or state-controlled buildings. However, it is possible, but not probable, that this situation may occur some time in the future in connection with the handling of particular programs. In such cases we will immediately inform you of the circumstances.

Very truly yours,

H. A. Wilkinson

H. A. Wilkinson,
Executive Officer.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF DAIRY INDUSTRY
WASHINGTON, D. C.

November 10, 1937

MEMORANDUM FOR MR. S. B. HERRELL,
Chief, Division of Appointments.

Dear Mr. Herrell:

Referring to your memorandum of November 4, concerning the establishment of a 5-day week for field offices located in State-owned or State-controlled buildings, you are advised that this Bureau has no cases in its field service which should be considered in the light of the Acting Comptroller General's decision of August 28, 1937.

Yours very truly,

J. M. Kemper,
Assistant to the Chief.

U. S. DEPARTMENT
RECEIVED
NOV 12 1937
DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
COMMODITY EXCHANGE ADMINISTRATION
WASHINGTON, D. C.

November 10, 1937.

MEMORANDUM FOR MR. S. B. HERRELL
Chief, Division of Appointments.

Dear Mr. Herrell:

This is in response to your memorandum of November 4, inviting attention to a decision from the Acting Comptroller General, dated August 28, 1937, (A-88481) and memorandum of the Secretary, dated October 8, 1937, (No. 739) having to do with the establishment of a five-day week for two employees connected with the Bureau of Public Roads, and requesting information as to any situations that may exist in this Administration falling within the purview of the Acting Comptroller's decision.

For your information, there are no situations existing in connection with the field activities of this Administration which would justify recommending the closing of any of our field offices on Saturday.

Very truly yours,

J W T Duvel

Chief.

APPOINTMENTS
NOV 11 1937
RECEIVED

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Public Roads
District Four

St. Paul, Minn.

November 27, 1937

Mr. Thos. H. MacDonald,
Chief, Bureau of Public Roads,
Washington, D. C.

Dear Sir:

Reference is made to your letter of November 15, 1937 with respect to Secretary's memorandum No. 739 and copy of memorandum from the Division of Appointments relative to regulation of office hours of field employees to permit the closing of offices on Saturday. I wish to advise that Mr. W. J. Titus, Bureau Manager, Minnesota Statewide Highway Planning Survey, has office in a State Highway Department controlled building. The offices of the State Highway Department in Minnesota are closed on Saturdays but Mr. Titus has never been refused permission to enter the building on Saturdays. The hours of duty of the State Highway Department offices are from 9 to 4:30, totaling 6½ hours per day for five days a week. Mr. Titus maintains hours the same as the District Office, from 8:30 to 4:30 five days a week and from 8:30 to 12:30 on Saturdays.

Very truly yours,

/s/ A. E. Palen

District Engineer

November 27, 1937

H. MacDonald,
Bureau of Public Roads,
ton, D. C.

Reference is made to your letter of November 15,
tive to regulation of office hours of field employees to
permit the closing of offices on Sat
advise that Mr. W. J. Titus,
of the State Highway Department offices are from 9 to
4:30, totaling 6½ hours per day for five days a week.
Mr. Titus maintains hours the same as the District Office,
from 8:30 to 4:30 [illegible] days a week and from 8:30 to 12:30
on Saturdays.

/s/ A. E. Palen

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. J-2

December 1, 1937

MEMORANDUM TO MR. HERRELL

Dear Mr. Herrell:

Reference is made to your memorandum of November 4 concerning the establishment of a 5-hour week for field offices located in state-owned or state-controlled buildings.

Replies from our District Engineers show two of our planning survey managers in state-controlled buildings where the offices are closed on Saturday. See attached copies of letters from Mr. A. E. Palen and Mr. B. D. Harsha.

In both cases the planning survey manager and his secretary are keeping regular Bureau hours and Mr. Palen recommends no change for Mr. W. J. Titus located in the State Highway Department Building at St. Paul, Minn.

In connection with Mr. Harsha and his secretary, Mabel M. Nelson, it is believed that the same consideration should be given them as was given to Mr. C. C. Burdick and his secretary at Lansing, Michigan.

Very truly yours,

H. S. Fairbank

Acting Chief of Bureau

Enclosures

BUREAU OF PUBLIC ROADS
WASHINGTON, D.C.

511 Dauphin Bldg.,
Harrisburg, Pa.
November 23, 1937

A-1

Mr. A. E. McClure, Acting Dist. Eng.

District Office No. 10
U. S. Bureau of Public Roads
The Willard Building
Washington, D. C.

Dear Mr. McClure:

In addition to a copy of your memorandum of November 19 to him, Mr. Leland has furnished me with a copy of the Secretary's Memorandum No. 739, dated October 8, subject: "Hours of Duty", regarding a ruling made by the Acting Comptroller General to Bureau employees where restricted in working hours due to closing of State-controlled or State-owned buildings in which they work.

The situation in Pennsylvania, as far as the Highway Planning Survey is concerned, is comparable to the one existing in Michigan. As you may know, all the State offices, including the Planning Survey Section, are closed on Saturdays. Although my secretary and I have been observing regular Bureau hours, the Planning Section of the Traffic Division located in the Dauphin Building, controlled by the State, works from 8:40 A.M. to 12:30 P.M. and from 1:00 P.M. to 5:00 P.M., Monday to Friday inclusive.

Will you please advise if, under the Secretary's Memorandum No. 739, I might change my office hours to conform with those maintained by the State. In addition, I should like to be informed regarding various State holidays during which the State offices are closed. As an example, the State offices will remain closed from November 25 to November 28, inclusive, during the Thanksgiving holidays.

Yours very truly,

/s/ B. D. Harsha

B. D. Harsha, Bureau Manager
Pa. Highway Planning Survey

BDM:mn
cc:H.S.Fairbank
H.R.Leland

In addition to a copy of your memorandum of November 19
General to Bureau employees where restricted in working hours
in which they work.

my secretary and I have an observing regular bureau hours.
Dauphin Building located in the Traffic Division located in the
to 12:30 P.M. and 1:00 P.M. to 5:00 P.M., Monday to Friday

Will you please advise if, under the Secretary's Memorandum No. 739, I might change my office hours to conform with those maintained by the State. In addition, I should like to be informed regarding various State holidays during which the State offices are closed. As an example, the State offices will remain closed from November 25 to November 28, inclusive, during the

Yours very truly,

/s/ B. D. Heraba

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. C-1

January 6, 1938

MEMORANDUM FOR MR. HERRELL
Chief, Division of Appointments

Dear Mr. Herrell:

Further reference is made to our memorandum of December 1, 1937 and discussions with your office regarding the hours of duty for Mr. Harsha and his secretary at Harrisburg, Pennsylvania.

In view of the additional facts secured, the request for change in hours of duty for Mr. Harsha is withdrawn.

Very truly yours,

Thos. H. MacDonald

Chief of Bureau.

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JAN 10 1938
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
C-022

October 21, 1937.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Reference is made to the decision of the Acting Comptroller General, dated August 28, 1937. (A-88481) relative to office hours in State-owned or State-controlled office buildings in instances where the State offices work on a 5-day-week basis and their offices are closed on Saturdays.

This Bureau has an office in the State office building at Harrisburg, Pennsylvania, where the office of this Bureau and the office of the State veterinarian are operated as a unit -- clerks, records, and office equipment being used in common. The State of Pennsylvania offices work on a 5-day-week basis and their office force does not work on Saturdays, but there is a skeleton organization of one clerk present for emergency purposes. Furthermore, in cold weather the office building carries greatly reduced heat and no mail is distributed.

It is highly inconvenient for our office force to try to work as a unit on Saturdays under such conditions, and obviously the efficient work desired can not be accomplished. It seems that if the State offices, with which we are so closely associated, can operate efficiently on a 5-day-week basis it would be equally possible for the Bureau force to do so.

Therefore, it will be appreciated if we may be authorized to permit our office force in the State-owned or State-controlled office building at Harrisburg, Pennsylvania, to work on a 5-day-week basis, the same as the State offices, as outlined in the decision of the Acting Comptroller General above mentioned.

Very truly yours,

J. R. Mohler,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO

C-022

October 21, 1937.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Reference is made to the decision of the Acting Comptroller General, dated August 28, 1937, (A-88481) relative to office hours in State-owned or State-controlled buildings in instances where the State offices work on a 5-day-week basis and their offices are closed on Saturdays.

This Bureau also has offices in the State office building at Lansing, Michigan. In our cooperative tuberculosis - Bang's disease work our office and the State veterinarian's office are operated as one. Furthermore, when the State offices are closed on Saturdays our people are without heat (in winter) and mail and telephone service.

It is inconvenient for our office force to try to work on Saturdays under such conditions, and obviously the efficient work desired can not be accomplished.

Therefore, it will be appreciated if we may be authorized to permit our office force in the State-owned or State-controlled office building at Lansing, Michigan, to work on a 5-day-week basis, the same as the State offices, as outlined in the decision of the Acting Comptroller General mentioned above.

Very truly yours,

J. R. Mohler,
Chief of Bureau.

Dated: 12, 1107.

Returned in reply to the decision of the acting Comptroller (General), dated August 30, 1107, (A-[illegible]) relative to office hours in Photo-offset or Photo-controlled Building. In future where the Photo offices work on a 5-day-week basis and their offices are closed on Saturday.

This Branch also has offices in the Photo Printing Building, Notting Hill. In our cooperative laboratories - Map to Chapter [illegible] - the Photo offices are open on Saturday as well as the other offices, when the Photo offices closed on Saturday [illegible]

It is incumbent upon our entire force to [illegible] or [illegible] rules and conditions, and [illegible] cannot be accomplished.

Therefore, it will be appreciated if to [illegible] to [illegible] to permit our offices there in Photo-owned or Photo-controlled [illegible] Building at Kensington [illegible]. to work on a 5-day-week basis, who [illegible] on the [illegible] or the Acting Comptroller (General) mentioned above.

[illegible]

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
C-9.029

November 16, 1937.

Mr. S. B. Herrell,

Chief, Division of Appointments.

Dear Mr. Herrell:

Replying to your memorandum dated November 4, relative to office hours in the field, I have recently made a survey of this matter, and you are advised that Harrisburg, Pennsylvania, and Lansing, Michigan, are the only two offices where the 5-day week is involved.

These offices are in State-owned buildings. Our remaining offices in State-owned buildings adhere to the 5½-day week (4 hours on Saturday).

In this connection I might state that under date of October 21 the matter of permitting our offices at Harrisburg, Pennsylvania, and Lansing, Michigan, to adhere to a 5-day week, the same as the State offices in the buildings involved, was referred to the Secretary, with recommendation that such action be approved.

Very truly yours,

J. R. Mohler,
Business Manager.

1/12/38 Cohran verbally fixed hours of duty as Monday to Friday inc 8 am - 12 noon and 1 pm - 5 pm

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U. S. DEPARTMENT
OF AGRICULTURE
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON

DIVISION OF APPOINTMENTS

December 17, 1937

MEMORANDUM FOR MR. P. L. GLADMON

Dear Mr. Gladmon:

In view of the decision of the Acting Comptroller General of the United States, dated August 28, 1937, relative to the regulation of office hours of field employees to permit the closing of offices of Saturday, a complete survey was conducted to ascertain what bureaus in the Department had field offices falling within the purview of the decision.

As a result of this survey it is found three bureaus, namely, the Bureau of Animal Industry, the Bureau of Agricultural Economics, and the Bureau of Public Roads, have situations which would justify closing certain of their field offices on Saturdays. The remaining bureaus of the Department definitely state there are no situations in their field service which would require closing of field offices on Saturday.

Correspondence on this subject, together with replies from the respective bureaus having field offices, are attached hereto for your consideration and action.

Very truly yours,

Chief, Division of Appointments.

Attach.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

November 10, 1937

MEMORANDUM FOR THE CHIEF
DIVISION OF APPOINTMENTS

Dear Mr. Herrell:

With reference to your memorandum of November 4, relative to the regulation of office hours of field employees to permit the closing of offices on Saturday, you are advised that the only case where the question of a five day week was involved, was in the case of our Harrisburg, Pennsylvania office, which situation was referred to in our memorandum of October 18, 1937, addressed to the Director of Personnel.

Very truly yours,

F. J. Hughes

F. J. Hughes,
Business Manager.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

January 3, 1938

MEMORANDUM FOR THE CHIEF
DIVISION OF APPOINTMENTS

Dear Mr. Herrell:

With reference to telephonic request of Mr. Whalen of your office, relative to the establishment of hours of duty in our cooperative field office at Harrisburg, Pennsylvania, on the basis of a five-day week, you are advised that the hours proposed by your office, viz: from eight to twelve Noon, and from one to five P.M., from Monday through Friday of each week, has the approval of this Bureau.

Very truly yours,

F. J. Hughes
Business Manager

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 21, 1938.

Ordered No 574 1/22/38

MEMORANDUM NO. 746

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Secretary's File Room

Hours of Duty

Paragraph 2211 of the Regulations of the Department are hereby waived to authorize the establishment of a five-day week with the following hours of duty for employees of the Bureau of Agricultural Economics and the Bureau of Animal Industry with headquarters at Harrisburg, Pennsylvania, and of the Bureau of Animal Industry with headquarters at Lansing, Michigan, who are rendering service under cooperative agreements with the States of Pennsylvania and Michigan:

8 A.M. to 12 Noon and 1 P.M. to 5 P.M., Monday to Friday, inclusive, except on legal holidays.

For leave purposes absence on Monday to Thursday, inclusive, shall be charged as one day and one hour for each day absent. Absence on Friday shall be charged as one day. Absence on Saturday, due to annual leave, sick leave, or leave without pay shall be charged in accordance with the regulations now applicable to Sunday.

This waiver is based on a decision of the Acting Comptroller General of the United States dated August 28, 1937 (A-88481), wherein it was held if administratively determined to be necessary that office would not be required to object to the establishment of a five-day week tour of duty. The exceptions granted for the employees referred to above (or their successors) are restricted to the periods during which the above described conditions are continued.

H A Wallace

Secretary.

[illegible] of the Regulations of the Department are [illegible] authorize the establishment of a five-day week [illegible] hours of duty for employees of the bureau [illegible] chemists and the bureau of Animal Industry [illegible] at Beltsville, Maryland, and at the bureau [illegible] Quarantine Station at Laredo, Texas, who [illegible] service under conditions varying with the [illegible].

8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday to Friday, inclusive, except on legal holidays.

[illegible] Saturday, [illegible] on Monday to [illegible], [illegible] one day. Absence on duty may also be granted [illegible] Absence on Saturday, due to annual leave, [illegible], or leave without pay would be charged in accordance with the regulations now applicable to [illegible].

Date waiver is denied or declaration of the existing Department of the United States dated August 25, 1917 (40 Stat. 831), wherein it was held if administratively determined be necessary that office would not be required to observe the establishment of a five-day week tour of duty. The exceptions [illegible] the employees referred to above (on their [illegible]) are restricted to the periods during which [illegible].

Files
Corr. Reg. 615
2-8-37

DEPARTMENT OF AGRICULTURE

WASHINGTON

Please return to the
Secretary's File Room

February 5, 1938.

MEMORANDUM NO. 747

Memorandum No. 39 (Revised), dated October 13, 1914, described in detail the "Policy of the Department of Agriculture Respecting Soil Surveys." Recognizing the necessity for coordinating and integrating the surveys carried out by the Bureau of Chemistry and Soils and the Soil Conservation Service, I established on September 25, 1937, a Joint Committee on Soil and Erosion Surveys.

In a memorandum to Doctor Knight, Doctor Bennett and Mr. Eisenhower, informing them of the establishment of this Committee, I explained that one of its responsibilities would be the detailed review of survey proposals and specifications. In the Secretary's Memorandum No. 725, it was stated that the Office of Land Use Coordination, which is represented on the Joint Committee, would coordinate and, where necessary, initiate Departmental surveys. In line with that provision, proposals for soil surveys are now being referred to the Office of Land Use Coordination which handles the established procedure for securing Department approval of soil surveys.

Therefore, hereafter the Coordinator of Land Use Planning or his designated representative will have the authority and responsibility for approving areas to be surveyed, a responsibility reserved to the Secretary and the Assistant Secretary in Memorandum No. 39 (Revised). Except for this modification, that memorandum shall continue to be a statement of the policy of the Department of Agriculture respecting soil surveys.

H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 21, 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The thought occurs to me that you would like to delegate to the Office of Land Use Coordination responsibility for clearing soil survey proposals. The procedure of clearing soil survey proposals with the Secretary was established back in 1914 by Memorandum No. 39 (Revised), a copy of which is attached.

Acting Secretary Wilson's memorandum of July 12, 1937, establishing this Office, provided that it would review and coordinate all survey work, including soil surveys. In a later memorandum, dated September 25, 1937, you announced a policy for coordinating erosion and soil surveys and established a joint committee consisting of representatives from the Bureau of Chemistry and Soils, the Soil Conservation Service, and this Office to review both soil and erosion survey proposals. The committee is now following the procedure defined in that memorandum, and I believe this Office is ready to assume responsibility for granting final approval to soil surveys. Doctor Knight concurs with me in this suggestion.

With this memorandum I am sending you a suggested revocation of Memorandum No. 39 (Revised) insofar as it relates to the selection of soil survey areas.

Sincerely yours,

M. S. Eisenhower,
Coordinator of Land Use Planning.

Attachments

COPY

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

October 13, 1914.

MEMORANDUM NO. 39. (REVISED.)

Policy of the Department of Agriculture Respecting Soil Surveys.

The purpose of a soil survey is to map, classify, and correlate soils, to determine and describe their field characteristics, to report upon the actual use being made of the soil, and upon the relative efficiency of the several soil types.

The results of a soil survey as expressed in the soil map and report are of practical as well as of scientific value. To the farmer, the colonist, the investor and others it furnishes data for determining land values and the use of soils. To the investigator of crops, in crop development and production, in plant diseases and immunity, and for the dairy industry and stock raising it supplies basic knowledge of the character of the soil upon which experiments are being carried out.

The most pressing need for the soil survey and the place where its value will be most apparent is in furnishing a basis for the many investigations that are going on in the lines of farm management, farm demonstration, rural economics, crop investigations and animal industry in the several States.

The selection of soil areas to be surveyed shall be made by the Secretary or the Assistant Secretary. In determining these areas, advice or recommendation will be requested of State Agricultural Colleges and Experiment Stations and of State Departments of Agriculture, and other State

institutions authorized to engage in soil survey work. Advice or recommendations may also be requested of the bureaus, offices, divisions and officials of the Federal Department of Agriculture or other Departments or branches of the Federal Government.

Soil surveys undertaken upon the recommendation of any one of the various branches of the Department should be on a cooperative plan and should be designed to form a basis for the utilization of agricultural lands within the forests and elsewhere, the extension of the rural organization service, the better development of farm management studies, and in general the furnishing of such fundamental facts as the soil survey can give, to the end of enabling those engaged in crop production studies in the Department to more intelligently undertake such studies.

In considering requests from State agencies, preference will be given to those States which have funds at their disposal for cooperative soil survey work.

In conducting soil survey work in cooperation with States, it may be necessary from time to time, to locate, within the State, State Soil Agents whose duty it will be to become thoroughly familiar with soil conditions within the respective States and to cooperate with the recognized agricultural authorities in an effort to better utilize and interpret the surveys. In detail, such an Agent, if cooperating with the Director of a Station or agencies of the Department of Agriculture within the State, might serve in the following ways:

(a) To interpret to the Director of the Station the results of the soil survey work within the State and keep him informed as to the progress of the work.

(b) To advise the Director of the kind of agriculture that can best be developed on the different types of soil surveyed in the State, so far as this is dependent upon or influenced by types of soil.

(c) To advise the Director as to the needs of the different types of soil with respect to cultural treatment, rotation of crops, fertilizer requirements, and so forth.

(d) To advise the Director as to location of experimental or test farms and to make such necessary surveys as will provide basic information for future agricultural experimentation on test farms.

(e) To advise in the same way as above with any representative of the Department of Agriculture that may be working within the State, either independently or in cooperation with the State.

No State Soil Agent shall be located in a State without a guarantee that the field expenses shall be paid by the organization making the request, the salary of such agent to be paid in full in the Bureau of Soils.

s/ Carl Vrooman

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 14, 1938.

MEMORANDUM NO. 748

AUTHORIZING THE USE OF LAND ACQUIRED FOR RESETTLEMENT PURPOSES IN ACCORDANCE WITH THE PROVISIONS OF TITLE I OF THE BANKHEAD-JONES FARM TENANT ACT.

Pursuant to the powers vested in me by the Bankhead-Jones Farm Tenant Act, it is hereby ordered as follows:

1. Upon determination by the Administrator of the Farm Security Administration that any land acquired by the United States for resettlement purposes (except lands transferred by a rural rehabilitation corporation under a trust agreement or purchased out of a fund established pursuant to such an agreement) is suitable for the purposes of Title I of the Bankhead-Jones Farm Tenant Act, said Administrator is authorized to utilize said land for the purposes of said title and to authorize the making of loans for the necessary improvements thereon to such individuals and upon such terms as shall be in accordance with the provisions of said title.

2. The sale price of the land shall be the purchase price paid by the Government or the current appraised value as determined by the Administrator (or in the event that the Administrator so authorizes, by the Regional Director) whichever is lower, provided, however, that no such land shall be sold unless the County Committee shall have certified with respect thereto as required by Section 2 of said Act. There shall be added in each case the value of any clearing and developmental work performed upon the land by the Government. Where the sale price is based upon the purchase price to the Government, the price paid for various tracts in the resettlement project involved shall be so adjusted and equalized as to spread the benefits of advantageous purchases to all persons to whom said tracts are to be sold.

3. The Administrator is authorized to approve and execute such deeds and other instruments as may be necessary to accomplish the sale of any such lands. The power to execute such instruments may be redelegated by the Administrator to the respective Regional Directors, but without the power on the part of the Regional Directors to redelegate the same.

4. Any authority conferred upon the Administrator by this order may be exercised by the Deputy Administrator in the event of the absence of the Administrator.

H A Wallace
Secretary.

DUPLICATE ORIGINAL
DUPLICATE ORIGINAL

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 26, 1942.

MEMORANDUM NO. 748, SUPPLEMENT 1

Authorizing the Use of Land Acquired for Resettlement Purposes in Accordance with the Provisions of Title I of the Bankhead-Jones Farm Tenant Act

Pursuant to the powers vested in me by the Bankhead-Jones Farm Tenant Act, and as Secretary of Agriculture, paragraph 1 of Memorandum No. 748 of the Secretary of Agriculture, dated February 14, 1938, is hereby amended to read as follows:

1. Upon determination by the Administrator of the Farm Security Administration that any land acquired by the United States for resettlement purposes, including lands transferred by a rural rehabilitation corporation under a trust agreement or purchased out of a fund established pursuant to such an agreement, is suitable for the purposes of Title I of the Bankhead-Jones Farm Tenant Act, said Administrator is authorized to utilize said land for the purposes of said title and to authorize the making of loans for the necessary improvements thereon to such individuals and upon such terms as shall be in accordance with the provisions of said title.

Paul H. Appleby

Acting Secretary

AUTHORIZATIONS

Title II of the Bankhead-Jones Farm Tenant Act, as amended by the Act of August 28, 1937, 50 Stat. 869, 7 U.S.C. 1010-1012, authorizes the Secretary of Agriculture to make loans to qualified tenants, sharecroppers, and farm laborers for the purchase of family-type farms. Section 43 of the Act of August 28, 1937, 50 Stat. 885, 7 U.S.C. 1015(b), authorizes the Secretary of Agriculture to make loans to public agencies for the development of water facilities for the primary benefit of tenants, sharecroppers, and farm laborers who are eligible for loans under Title I of the Act.

Section 32 of the Act of August 28, 1937, 50 Stat. 885, 7 U.S.C. 1006, authorizes the Secretary of Agriculture to make loans to cooperative associations for the purpose of financing the purchase, improvement, operation, or enlargement of farms, or the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(h) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(h), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(f) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(f), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(g) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(g), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(i) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(i), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(j) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(j), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(k) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(k), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(l) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(l), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(m) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(m), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(n) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(n), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(o) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(o), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(p) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(p), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(q) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(q), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(r) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(r), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(s) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(s), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(t) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(t), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(u) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(u), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(v) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(v), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(w) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(w), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(x) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(x), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(y) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(y), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

Section 4(z) of the Act of August 28, 1937, 50 Stat. 871, 7 U.S.C. 1004(z), authorizes the Secretary of Agriculture to make loans to associations of farmers for the purpose of financing the purchase, improvement, operation, or enlargement of facilities for the processing, marketing, or purchasing of farm products produced by members of such associations.

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
MAR 2 1938 B
Please return to the
Secretary's File Room

Extract
No 749
2/25/38
(R)

February 25, 1938.

MEMORANDUM NO. 749

Civilian Conservation Corps Activities

Reference is made to Secretary's Memorandum No. 708.

It seems undesirable to continue longer the arrangement under which a Chief of Bureau represents the Department on Mr. Fechner's Advisory Council. Mr. Silcox is therefore being relieved of this responsibility and Mr. Fred Morrell is being designated to act as my personal representative on the Council and in all other matters pertaining to the administration of the CCC project as set forth in the attached memorandum to Mr. Fred Morrell.

M. L. Wilson

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 25, 1938.

MEMORANDUM FOR MR. FRED MORRELL

Dear Mr. Morrell:

It seems undesirable to continue longer the arrangement under which a Chief of Bureau represents the Department on Mr. Fechner's Advisory Council. I am, therefore, relieving Mr. Silcox of this responsibility and designating you to act as my personal representative on the Council and in all other matters pertaining to the administration of the CCC project.

You will be responsible to me for the initiation of such action in the Department and the participating Bureaus as is necessary to carry out policies and plans of the CCC Advisory Council and the instructions of the Director, and for the proper execution of the project, including the issuance of instructions and maintenance of controls needed to insure efficient management and desirable uniformity of practices throughout the Department.

The Chiefs of Bureaus participating in the CCC project will continue to be responsible for functioning of such camps as are assigned to them and for expenditure of such CCC funds as you may allot to their Bureaus. You should, however, cause to be made such audits and investigations as may be necessary to insure uniformity and compliance with laws, and CCC and Departmental policies, regulations and procedures, working through Departmental and Bureau channels as far as practicable.

You will, I am sure, desire to continue the CCC Departmental Committee arrangement in order to keep in touch with the needs of all of the interested Bureaus, and to have the benefit of their advice.

You are authorized to maintain an immediate staff as required for carrying out those functions and to designate an alternate to act during your absence or when otherwise necessary.

Sincerely,

(Signed) M. L. Wilson,
Acting Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
Return to The
Secretary's File Room

February 26, 1938.

MEMORANDUM NO. 750

Due to the expansion of the Department's activities there has been a steady increase in the number of outgoing telephone calls. On the automatic switchboard in the South Building alone there are approximately 60,000 such calls monthly. It is impossible to state definitely but it is believed a considerable number of these calls are of a personal character, although Paragraph 1673 of the regulations prohibits the use of official telephones for outgoing private messages.

In 1933, the bureaus were called upon to furnish a list of telephones which could be restricted to Government calls. Since that time some additional telephones have been added to the list but the Department still has only 789 restricted telephones out of a total of some 4,000. It is understood that some of the other executive departments have as many as fifty percent of their telephones restricted against outside central office service and at least one prohibits certain telephones from being used to call other Government departments, restricting the telephone to an exclusive intra-department service. One active administrative organization of this Department has restricted 61 percent of the telephones used and has obtained a proportional reduction in the amounts charged for toll calls without any apparent reduction in operating efficiency.

Bureaus are urged to avail themselves of the opportunity to reduce expenditures for telephone service by restricting all telephones which from the nature of the work performed do not require outside connections. After the restriction, supervising officials of the bureaus and offices should be charged with the responsibility of seeing that the outside privilege is not abused on telephones which necessarily must have central office service. Bureau chiefs should have a careful canvass made of all telephones in their bureaus and furnish to the Superintendent of Telegraph and Telephone a list of those telephones which can be restricted. The restriction of the telephones will not cause any particular hardship upon the personnel as the Telephone Company has, at the request of the Department, placed many pay stations in the buildings for the convenience of the personnel and these should be used in making personal or non-official calls.

M. L. Wilson

Acting Secretary.

Mr. Haley

Requested criticisms of the attached.

1st Parag. Think phrasing is unfortunate. Seems to indicate that increase in calls is due entirely to personal calls. Suggest reversing 1st & 2nd sentences with necessary changes in phrasing.

2nd Parag. Suggest adding "Our active administrative organization of this Dept has restricted 61% of the telephones used, ~~with~~ a proportional reduction in the amounts charged for toll calls without any apparent and has obtained reduction in operating efficiency.

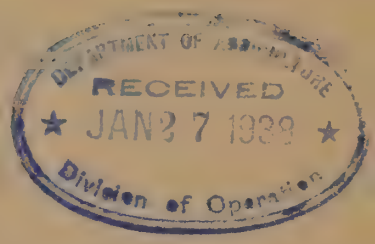
3rd Parag. Suggest that this be reworded - Important element - furnishing a list of restricted phones — is seemingly buried in other statements which are of no vital importance & perhaps could be eliminated or at least reduced.

WTA
2/15

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION

January 26, 1938



Memorandum for Mr. Joseph Haley, Chief,
Division of Operation.

Dear Mr. Haley:

Reference is made to the attached tentative Division of Operation Memorandum and Mr. Nelson's criticism thereof, dated November 17, 1937.

I concur in Mr. Nelson's opinion that a memorandum of this nature should be signed by the Secretary and in the attached tentative memorandum for the Secretary's signature I have endeavored to change the wording in such a way as to overcome the objections which Mr. Nelson found in the attached memorandum.

It will be noted that the number of restricted telephones has been increased over that shown in the originally proposed memorandum, which is due to the fact that since the writing of this memorandum the Solicitor's office has restricted a large number of its telephones. As a matter of fact, out of a total of 196 telephones, the Solicitor's office has restricted 120 of them and, of course, the Solicitor's office was accorded a considerable reduction on their telephone bill.

I feel that the reason the previous effort in 1933 was not particularly successful was due to the fact that about that time the Agricultural Adjustment Administration was being brought into existence and none of their telephones were restricted. There has been a good deal of moving also and a number of telephones which were previously restricted were during the move split up and not replaced on the restricted list.

It will be appreciated if you will submit the matter again for the consideration and approval of the proper officials.

Very truly yours,

J. L. Koehl,
Sup't Telegraph and Telephone.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

DEPARTMENT OF AGRICULTURE
RECEIVED
★ NOV 17 1937 ★
Division of Operation

November 17, 1937.

MEMORANDUM FOR MR. HALEY:

I have examined the attached proposed Division of Operation Memorandum regarding the use of the Department telephones for personal business and I offer the following criticisms: (1) that it is impossible to demonstrate the accuracy of the statement contained in the first paragraph that "a large portion of which are personal", (2) there is no showing of benefits to be derived by the individual bureau as the result of the restriction of telephones, and (3) that the proposed method has been tried before but without conspicuous success as evidenced by your statement.

I am unable to suggest any method of overcoming the first difficulty. I presume that the outgoing lines could be tapped but I seriously doubt the wisdom of such a method. In the absence of means of reasonably accurate determination the inclusion of the statement at least in its present form seems unwise.

I do not believe that it is generally understood that the charge for local telephone messages is prorated in accordance with the number of unrestricted telephones. On the basis of 720,000 local telephone calls per year at three cents per call the bureaus and offices of the Department pay $21,600 for this service. If there are 3800 unrestricted telephones the annual charge assessed to each for local telephone calls is $5.68. An organization willing to materially restrict the number of telephones available for outside calls is therefore in a position to accomplish some really worthwhile savings. In most instances it is possible that this desirable result can be obtained with practically no actual interference with public business.

In view of the lack of response to previous efforts along the same lines perhaps it would be more desirable to ask the Secretary to issue the instructions. However, when considered in the light of other Department expenditures the figure of $21,600 per year does not loom so large. If based on use by only 7,000 employees this represents an expenditure of only one cent per employee per day and even though considerable economies could be achieved the new figure established would not demonstrate a material reduction. This statement, of course, is not made with the idea of discouraging the efforts but rather to suggest the desirability of proper evaluation.

Assistant Director
of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION

Division of Operation Memorandum No.

Your attention is directed to Paragraph 1673 of Department Regulations, which states "that the use of official telephones for outgoing private messages is strictly prohibited". Notwithstanding this, the number of outgoing telephone calls is constantly increasing and on the automatic board in the South Building there are approximately 60,000 calls monthly, a large portion of which are personal.

In 1933 the bureaus were called upon to furnish lists of telephones which could be restricted to Government calls. Since that time a few additional telephones have been added to the list but the Department still has only 435 restricted telephones out of a total of some 3,800. Some of the other Executive Departments have as many as 50% of their telephones restricted against outside central office service and some even prevent their telephones being used to call other Government departments, restricting the telephone to an exclusive intra-department service.

There are undoubtedly, from the nature of the work performed, many telephones in the bureaus that do not require outside connection. Bureau Chiefs should have a careful canvass made of all telephones in their bureau and furnish a list to the Superintendent of Telegraph and Telephone of those telephones which can be restricted.

Supervising officials of the bureaus and offices should be charged with the responsibility of seeing that the outside privilege is not abused on telephones which necessarily must have central office service. The telephone company has placed many pay stations in the buildings at the request of the Department for the convenience of the personnel and these should be used in making personal or non-official calls.

Joseph Haley,
Chief, Division of Operation.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION.

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Joseph Haley,
Chief, Division of Operation.

UNITED STATES
DEPARTMENT OF THE INTERIOR
Washington

July 15, 1937

ORDER NO. 1193

Since the cut-over in January, 1937 from manual to dial telephone service, the number of central office telephone calls has been constantly increasing. These calls are billed at 3 cents each and at present are running in excess of 50,000 per month. Out of approximately 2,200 working branches from the Interior switchboard only about one-third are restricted to calls to Government telephones. A considerable reduction in the number of central office calls can be made by providing "outside" service only from those telephones where it is absolutely necessary for the proper conduct of official business. Accordingly, a careful canvass should be made of all telephones in your bureau or office and a list, by telephone numbers, of those branches to be restricted should be furnished the Chief Clerk of the Department not later than August 1. Supervising officials in the bureaus and offices should be charged with the responsibility of seeing that the "outside" privilege is not abused on the telephones which necessarily must have central office service.

Long distance toll calls must also be curtailed.

No additional telephone installations will be made unless the request to the Chief Clerk is supported by full justification of the necessity therefor.

Harold L. Ickes
Secretary of the Interior,
Administrator of Public Works,
Chairman, National Resources Committee.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 23, 1938.

MEMORANDUM NO. 751

To avoid the necessity for the frequent revision of the Department Regulations and also the undesirable increase in their physical volume, detailed procedures which are subject to Department control have been generally omitted and instead the following statement was included in the order promulgating the Regulations.

"These Regulations are supplemented by the following:

1. Secretary's Memoranda
2. Budget and Finance Circulars
3. Personnel Circulars
4. Division of Operation Circulars
5. Informational Memoranda to Chiefs of Bureaus and Offices."

To increase the effectiveness of the above described documents as supplements to the Regulations, all future issues of such documents which relate to the subject matter of specific Regulations will include the following statement as the final paragraph:

"This document supplements the instructions contained in Department Regulation No. ____. Employees maintaining copies of the Regulations should record this circular by an appropriate cross reference notation in their Regulations."

It is recognized that the original distribution of the supplemental media does not coincide with the distribution of the Department Regulations, but it is believed that coverage is provided, where necessary, by the reproduction of these documents as part of bureau house organs, administrative circulars, etc. To accomplish the desired cross reference of the Regulations it is important that the foregoing paragraph, wherever it appears in a circular or memorandum, be included in any bureau reproduction of the original document.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

December 28, 1937

MEMORANDUM FOR: ~~Mr. Hughes~~
~~Mr. Keenan~~
~~Mr. Luman~~
~~Mr. Fuchs~~
Mr. Jump

The Department Regulations contain the statement that,

"These Regulations are supplemented by the following:

1. Secretary's Memoranda
2. Budget and Finance Circulars
3. Personnel Circulars
4. Division of Operation Circulars
5. Informational Memoranda to Chiefs of Bureaus and Offices."

The use of these supplementary documents is necessary in order to avoid the manualization of the Regulations and the consequent necessity for amendment whenever a minor change in procedure is developed, and also to prevent the very undesirable increase in the physical volume of the Regulations. However, these independent documents create a difficult problem, particularly for the employees located outside of Washington, because they are not indexed and individual identification can only be determined through the medium of memory and the searching of the files. As a corrective the proposal to include in the Department Regulations references to the specific documents has been discussed on several occasions, but in each case has been abandoned because of the fugitive character of the supplementary documents and the consequent necessity for frequent revision of the Regulations in order to provide current references. However, it seems to me there is nothing to prevent the reversing of this process, that is, the incorporation in every supplemental document issued of an appropriate reference to the particular Department Regulation involved. The following represents my general idea of the approach:

"This circular (or memorandum) supplements the instructions contained in Department Regulation No.____. To permit ready reference, employees maintaining copies of the Regulations are requested to record the reference by inserting the following note as a part of the above quoted Regulation.

"(B. & F. Circular No.___)."

The successful operation of such an arrangement would naturally depend upon the reaction of the Regulation holders. However, if my personal experience means anything the field employees are so overwhelmed by the mass of instructions originating in various quarters and the difficulties involved in providing satisfactory filing and finding, that in the main they will welcome an arrangement which will provide a simple reference system for some portion of the documents involved. Also I believe that the necessity on the part of the office responsible for the preparation of instructions to develop the appropriate references will prove helpful from several angles including frequent scrutiny of the Regulations and consequently the development of information regarding inadequacies and imperfections, avoidance of conflicting instructions, etc.

Comments on this proposal will be appreciated.

H. A. N.

RECEIVED
JAN 4 1938
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
DOCUMENTS

U. S. DEPARTMENT OF AGRIC[illegible]URE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

12/29, 1937

Mr. Nelson:

I think that the joint made by Mr. Hughes merits consideration. Also, in a number of instances, a BAE Circular does not tie-up with any of our regulations. It would, of course, be simple enough in these cases to omit reference to any paragraph of the regulations, but wouldn't we get 1100 inquiries as to what regulation should be annotated? Are not trying to discourage the idea, as I think it would be helpful in many instances.

WRS

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

12/28, 1937

The idea is good.
If my memory is what it used to be less than 1100 copies of B & F Circulars are distributed and over 8000 copies of Regulations are in hands of employees.
B & F memoranda are still more limited.
P. S. & T circulars and Personnel circulars (I suppose) have about the same distribution as B & F Circulars.
Less than 10% of Regulations would be cross referenced.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

12/30, 1937

Mr Nelson

It sounds good to me. I wonder if we ought to issue at least an annual list of B & F & Personnel Circulars and further, I have had in mind for some time to urge Mr Graham to consider re-establishing the Official Record as it seems to me it is needed now as never before.

W. A. J.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

MAY 4, 1938.

Please return to the Secretary's File Room

MEMORANDUM NO. 752

DESIGNATING THE BUREAU OF AGRICULTURAL ECONOMICS TO ADMINISTER SECTION 201 OF TITLE II OF THE AGRICULTURAL ADJUSTMENT ACT OF 1938 RELATING TO TRANSPORTATION OF FARM PRODUCTS

Section 201 of Title II of the Agricultural Adjustment Act of 1938 authorizes the Secretary of Agriculture "to make complaint to the Interstate Commerce Commission with respect to rates, charges, tariffs, and practices relating to the transportation of farm products, and to prosecute the same before the Commission. Before hearing or disposing of any complaint (filed by any person other than the Secretary) with respect to rates, charges, tariffs, and practices relating to the transportation of farm products, the Commission shall cause the Secretary to be notified, and, upon application by the Secretary, shall permit the Secretary to appear and be heard."

This section further states that: "The Secretary is authorized to cooperate with and assist cooperative associations of farmers making complaint to the Interstate Commerce Commission with respect to rates, charges, tariffs, and practices relating to the transportation of farm products."

The Bureau of Agricultural Economics is hereby designated as the agency of the Department to administer this section. The work of the Bureau under this section will include among other things the assembling of basic data on transportation rates by rail and truck, volume and movement of traffic in agricultural commodities, transportation charges and practices and their effect upon agriculture, preparation of economic briefs and other specific documents necessary in connection with appearance by the Secretary before the Commission, and any other work that may be necessary to the effective administration of this section. As parts of this work may relate to the work of other bureaus in the Department, they will by consultation and otherwise assist the Bureau of Agricultural Economics from time to time in matters pertaining to their respective fields.

The Solicitor, in conformity with usual practice, will represent the Secretary in all legal matters with reference to this section.

H A Wallace

Secretary.

TES

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

April 26, 1938.

Memorandum for the Secretary.

Dear Mr. Secretary:

I am submitting herewith, for your consideration, a memorandum designed to designate the Bureau of Agricultural Economics as the administering agency of Section 201 of Title II of the Agricultural Adjustment Act of 1938 relating to the transportation of farm products.

Sincerely yours,

A. G. Black,
Chief of Bureau.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF DIRECTOR OF PERSONNEL
WASHINGTON, D. C.

May 2, 1938

MEMORANDUM TO THE SECRETARY

Dear Mr. Secretary:

There is attached herewith copy of a proposed departmental memorandum on the subject of personnel relations policy and procedure. A statement of this kind has long been needed, and the memorandum as submitted represents the result of most careful deliberation, and I recommend its approval.

In the formulation of this statement, the democratic process has been employed. Conferences have been held with groups of persons representing all major segments of interest. The steps taken in the formulation and discussion of this proposal are listed below in chronological order:

1. The first draft of the statement was prepared in this office incorporating certain practices and policies used by several government agencies here, by the State of Minnesota, by certain industrial organizations, together with a number of ideas which were original in that they were conceived of with particular reference to this Department and its multiple functions and organizations.

2. The first draft and several subsequent revisions were subjected to detailed criticism of the principal staff members of the Office of Personnel at a series of six meetings.

3. A selected group of bureau chiefs, regarded as representative of the various types of work and various management attitudes in the Department, were given copies for study. The majority of these and representatives of others and Mr. Appleby were brought together for a conference to discuss the statement. It was unanimously approved in principle and valuable suggestions made with regard to certain details of the procedure which were incorporated in the next draft.

4. The Directors of the Offices of Finance, Information, Extension, Research and the Solicitor were then given copies for their criticism and brought together for a discussion of the proposal. Again valuable suggestions were made and endorsement given the basic principles.

5. The heads of employee unions or lodges within the Department of Agriculture, eight in all, were then brought together, and in a two hour

discussion reviewed and appraised the statement in detail. This group also offered valuable suggestions which were incorporated in the next draft. The group also approved the proposal in principle.

6. A group of departmental employees, fourteen in all, were then selected by a simple sampling device without regard for their grade, salary, or affiliation or non-affiliation with any organization of employees. Only one employee from any bureau or agency was included in the selection. This group also made valuable suggestions after being given an opportunity to discuss the proposal thoroughly. As in the case of the other groups brought together before, practically every suggestion made was useful and has been incorporated in the proposed memorandum.

7. Finally on Friday, April 29, we brought together the heads of the three organizations of Federal employees. These three organizations were represented as follows: the National Federation of Federal Employees, by Mrs. T. Lindsey, National Organizer representing the President, Luther C. Steward; the American Federation of Government Employees by Colonel Charles I. Stengle, President; the United Federal Workers of America by Jacob Baker, President, Eleanor Nelson, Secretary-Treasurer. Again valuable suggestions were offered which have been incorporated in the proposed memorandum after all members of the group had individually and specifically expressed approval of the basic principles of the proposal. These spokesmen, who are familiar in detail with grievances of Federal employees and who have had experience in dealing with such grievances over a period of time, expressed themselves as of the opinion that the proposed memorandum will represent a very progressive step in the direction of materially improving personnel relations. They made it clear that while they feel the Department is far from being the worst offender in the Federal Government with respect to policies and procedures bearing on personnel relations, the proposal will aid in improving the present situation considerably.

The reasons for issuing this statement are best explained in the introduction of the draft attached for your consideration. One additional reason not listed there is important -- that is the fact that we have in the Department a very large number of new employees who enter the service not only in Washington but many points in the field. These new employees have no convenient way at present to obtain accurate information regarding their fundamental rights as employees. It is also true that many supervisors are not familiar with basic policies and procedures, and thus tend to establish laws unto themselves. Naturally it is desirable that there be uniform policies and procedures applicable to all units of the Department.

Sincerely yours,

W W Stockberger

Director of Personnel.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 4, 1938.

MEMORANDUM NO. 753

PERSONNEL RELATIONS POLICY AND PROCEDURE

FILE
★ MAY - 5 1938
Please return to
Secretary's File Room

TO HEADS OF ALL BUREAUS AND OFFICES

Copies of this statement should be duplicated and supervisory personnel under your direction instructed to make certain that each employee, both Washington and field, receives a copy:

TO ALL EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE

Section I. Introduction

It is a part of good personnel administration that employees have access to responsible administrative officials for the discussion of individual problems affecting their status and welfare. In an organization as large as this Department it is natural that questions and problems will arise involving personnel relations. Their prompt and orderly consideration and disposition is consistent equally with efficient administration and the desire of employees.

It is desirable that uniform procedures be expressed and followed which will be fair, orderly, and expeditious. This statement of policy and procedures comes as a result of a need expressed by employees, administrators, and employee organizations alike. It can, of course, be revised as necessary.

Certain fundamentals deserve emphasis. First of all is the fact that the staff of the Department constitutes an organization to carry out a program of public service. Because the Department is an agency of the sovereign government, departmental policies and procedures must conform to national policy. President Roosevelt in a statement last year made clear and understandable certain fundamentals of national policy which are quoted below:

> ". . . The desire of Government employees for fair and adequate pay, reasonable hours of work, safe and suitable working conditions, development of opportunities for advancement, facilities

for fair and impartial consideration and review of grievances, and other objectives of a proper employee relations policy, is basically no different from that of employees in private industry. Organization on their part to present their views on such matters is both natural and logical, but meticulous attention should be paid to the special relationships and obligations of public servants to the public itself and to the Government.

"All Government employees should realize that the process of collective bargaining, as usually understood, cannot be transplanted into the public service. It has its distinct and insurmountable limitations when applied to public personnel management. The very nature and purposes of Government make it impossible for administrative officials to represent fully or to bind the employer in mutual discussions with Government employee organizations. The employer is the whole people, who speak by means of laws enacted by their representatives in Congress. Accordingly, administrative officials and employees alike are governed and guided, and in many instances restricted, by laws which establish policies, procedures, or rules in personnel matters.

". . . Upon employees in the Federal service rests the obligation to serve the whole people, whose interests and welfare require orderliness and continuity in the conduct of Government activities. This obligation is paramount. . . ."

Section II. Informal Discussion

Whenever an employee desires to avail himself of an informal discussion with officials, he should feel free to use that means of making his views known. Nothing in this statement should be construed as discouraging an employee or group of employees in any part of the Department from discussing problems with their supervisory officials.

Section III. Employee Organization and Representation

1. Every employee has the right to join or to refrain from joining any organization or association of employees, and no employee of this Department and no one seeking employment shall be required as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

2. Every employee has the right to designate a representative, including an organized group or association of federal employees, for the purpose of consulting and conferring with departmental supervisory

personnel on his behalf. This in no way shall curtail the right of any employee to consult and confer with the departmental supervisory personnel on his own behalf. In the exercise of these rights, all employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates or supervisors.

3. There shall be no discrimination against representatives of employees in the Department, nor shall employees suffer discrimination because of membership or non-membership in any organization or association of employees.

Section IV. Procedure on Employee Requests for Information

1. Every employee or his representative has the right at any time to obtain information with respect to rules and regulations governing personnel administration in the Department and with regard to appeal procedures. They are expected to seek such information through regular supervisory channels in the following order: the employee's immediate supervisor, proceeding then through the unit, section or division head as the case may be, to the head of the agency in which employed or to such representatives as the chief or administrator may designate for the purpose; proceeding then to the Director of Personnel of the Office of the Secretary or to such members of the Director's staff as are specifically designated by the Director to supply such information.

2. Supervisors are instructed to comply with reasonable promptness to requests for information of this kind, and if unable to supply such information to refer the employee to the officer to whom the superior is administratively responsible. While employees are expected to seek such information through regular supervisory channels as indicated above, in cases where the employee believes that his immediate supervisor is unable or unwilling to supply him with accurate information, or for any other reason, he may proceed to obtain this information from the supervisor's superior. Requests for information can be made either orally or in writing.

Section V. Procedure on Presenting and Appealing Employee Grievances

1. Any complaint or grievance involving working conditions, promotion, transfer and similar matters, or growing out of the interpretation or application of rules and regulations governing personnel administration under which the Department or any bureau or sub-division functions where existing law permits of administrative discretion, may be presented and appealed by the employee or his representative in the following manner:

a. The complaint or grievance should be presented either in oral or written form through established supervisory channels up to and including the designated chief supervisory officer concerned. Established supervisory channels means the heads of units, sections, and divisions.

b. Failing reasonably prompt and satisfactory adjustment through supervisory channels referred to in "a", the employee or his representative may appeal to the chief or administrator of the bureau or agency to which the employee is assigned. Notice of the appeal may be presented orally or in writing.

(1) When the chief or administrator of the bureau or agency receives notice of appeal, he shall proceed in the following manner: Either personally or through a designated representative, he shall seek through conference to obtain informally a prompt and satisfactory adjustment.

(2) In event this effort fails, but in any case at any time that the employee who is appealing elects, he shall proceed as follows: Either he or a designated representative shall proceed to the organization of a board of three members to investigate the case and to make findings of fact and recommendations for its disposition. This board shall consist of one representative to be selected by the employee; one member to be selected by the chief or administrator of the bureau or agency concerned. These two members are to select a third impartial member.

This board is authorized to hear witnesses and to obtain information as it feels necessary in order to arrive at findings of fact and recommendations which are to be presented with reasonable promptness to the chief or administrator. The chief or administrator shall give careful consideration to these findings and recommendations in arriving at his decision.

c. Failing reasonably prompt and satisfactory adjustment by the chief or administrator of the bureau or agency, the employee or his representative may appeal to the Director of Personnel of the Office of the Secretary. The appeal may be presented orally or in writing, but notice of appeal of any dispute or disagreement from the decision of the chief or administrator of any bureau or agency must be filed in writing with the Director of Personnel.

d. When the Director of Personnel receives notice of appeal, he shall proceed in the following manner: Either personally or through a designated representative, he shall seek through conference to obtain informally a prompt and satisfactory adjustment. In event this effort fails, but in any case at any time that the employee requests, he shall proceed as follows:

(1) He shall proceed to the organization of a board of three members to investigate the case and to make findings of fact and recommendations for its disposition. This board shall consist of one representative to be selected by the employee; one member to be selected by the chief of the bureau from whose decision the appeal was made. These two members are to select a third impartial member.

This board shall be authorized to review the record in the case, investigate the facts as necessary, and to hear witnesses. The board's findings and recommendations shall be placed in writing and shall be given careful consideration by the Director of Personnel in making his decision.

e. Appeals from the decision of the Director of Personnel may be presented in writing to the Secretary of Agriculture.

f. It is to be clearly understood that any employee shall be free from any and all restraint, interference, coercion, or reprisal on the part of his associates or supervisors in the matter of making any appeal or in seeking information in accordance with these established procedures. All appeals shall be considered during the regular working hours of the Department.

Section VI. Classification

Any employee or his duly authorized representative may inspect the job classification sheet of the employee concerned. These are on file in the Office of the Director of Personnel, in units under the immediate direction of the chief or administrator of each bureau, and frequently in division and field offices. Supervisors are expected to inform any employee or his representative on request where such sheets are on file.

A personal word in conclusion -- I am very anxious that personnel relations in the Department be satisfactory at all times. This statement of policy and procedure will contribute to that end. All employees -- administrators, supervisory and non-supervisory personnel alike -- should consider this statement carefully. I shall be glad to receive reactions -- favorable or unfavorable -- from any employee in writing so that we may have the benefit of any suggestions for its future improvement.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

March 25, 1940
IN YOUR REPLY REFER TO
FILE:

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Nearly two years ago, after study and recommendation made by this Office, you issued Memorandum No. 753, the Department's first written statement covering a personnel relations policy and procedure. In that memorandum, which was distributed to employees, you stated that it "would be revised as necessary."

While the fundamentals of Memorandum No. 753--as it is widely known among employees and supervisors--remain adequate, a number of possible improvements have been revealed by experience.

These are included in the attached, a revision of 753, and have been examined carefully at a series of conferences in my office with administrators, personnel workers, random and selected samples of employees, the Inter-union Council and local and national heads of the three national organizations of federal employees. These conferences have not been milk and water affairs--but the attached revision represents pretty general agreement on the part of all.

Employee representatives regard 753--and its proposed revisions--as the most satisfactory statement covering this subject in the federal service today. It is difficult to evaluate, but we are certain that in less than two years, 753 had these effects:

1. Improving the morale of rank and file employees in the Department through the dissemination of information as to their rights if and when they were "in trouble."

2. Making perfectly clear to supervisors their responsibility to deal promptly and courteously with grievances of all kinds--instead of piddling along in non-conclusive fashion, wearing down nerves and morale.

3. That thirty-six cases were appealed--after informal processes failed--and that the employee was supported by boards of appeal in about seventy per cent of the cases.

The attached revision which is recommended for your approval, has these principal improvements:

1. It fixes time limits in which selections of appeal board members and their work shall be done--thus contributing more expeditious handling of cases.

2. It provides a specific procedure for classification appeals which experience indicates will be both more expeditious and more likely to result in accurate classification.

3. It clarifies the procedure for appeals in the case of efficiency ratings.

While this revised procedure contributes substantially to the esprit de corps of the Department's large staff of workers, it is increasingly my feeling that greatly increased emphasis on supervisory training is needed to bring into being the responsiveness to its opportunities of this large body of employees. Supervisory training holds outstanding possibilities of bringing into existence a two-way communication system from top to bottom and bottom to top. We expect to bring forward some interesting suggestions in this area soon.

Sincerely yours,

Director of Personnel

1/15

Mr Nelson

Ought the Secy tell Br chiefs future manifests issued by deputies offices should contain so and so — or will contain so & so? — And if the latter will that register sufficiently here in all cases?

Could this be limited to the second stipulation & be effective? Much easier if so.

7. Approved.:

Chiefs of Bureaus

Order No. 206
4/9/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1940.

MEMORANDUM NO. 753, REVISED

PERSONNEL RELATIONS POLICY AND PROCEDURE

TO HEADS OF ALL BUREAUS AND OFFICES

When Memorandum No. 753 was issued on May 4, 1938, I said that revisions would be made as necessary, and I invited employees to offer comments and suggestions. Now after nearly two years during which the value of a personnel relations policy and procedure, written and known to employees, has been repeatedly demonstrated, the suggestions made and the experiences gained warrants this revision.

Each proposed change was subjected to careful examination at a series of conferences conducted by the Director of Personnel with administrators, supervisors, non-supervisory employees and representatives of associations of employees. Among those participating in these conferences were heads of bureaus and offices, or their representatives; personnel workers; random and selected samples of employees chosen without regard to affiliation, grade or salary; the Inter-union Council in the Department; local and national heads of the National Federation of Federal Employees, the American Federation of Government Employees, and the United Federal Workers of America. The revision is the product of consultation, of patient consideration of all points of view--a process which will again be relied on when

Personnel

further revision seems desirable.

Copies of this memorandum shall be duplicated and supervisory personnel under your direction instructed to make certain that each employee, both in Washington and in the field, receives a copy and that each new employee is given a copy when he reports for official duty.

TO ALL EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE

Section I. Introduction

It is a part of good personnel administration that employees have access to responsible administrative officials for the discussion

of individual problems affecting their status and welfare. In an organization as large as this Department it is natural that questions and problems will arise involving personnel relations. Their prompt and orderly consideration and disposition is consistent equally with efficient administration and the desire of employees.

It is desirable that uniform procedures be expressed and followed which will be fair, orderly, and expeditious. This statement of policy and procedures comes as a result of a need expressed by employees, administrators, and employee organizations alike. It can, of course, be revised as necessary.

Certain fundamentals deserve emphasis. First of all is the fact that the staff of the Department constitutes an organization to carry out a program of public service. Because the Department is an agency of the sovereign government, departmental policies and procedures must conform to national policy. In 1937, President Roosevelt in a statement made clear and understandable certain fundamentals of national policy which are quoted below:

> " . . . The desire of Government employees for fair and adequate pay, reasonable hours of work, safe and suitable working conditions, development of opportunities for advancement, facilities for fair and impartial consideration and review of grievances, and other objectives of a proper employee relations policy, is basically no different from that of employees in private industry. Organization on their part to present their views on such matters is both natural and logical, but meticulous attention should be paid to the special relationships and obligations of public servants to the public itself and to the Government.
>
> "All Government employees should realize that the process of collective bargaining, as usually understood, cannot be transplanted into the public service. It has its distinct

and insurmountable limitations when applied to public personnel management. The very nature and purposes of Government make it impossible for administrative officials to represent fully or to bind the employer in mutual discussions with Government employee organizations. The employer is the whole people, who speak by means of laws enacted by their representatives in Congress. Accordingly, administrative officials and employees alike are governed and guided, and in many instances restricted, by laws which establish policies, procedures, or rules in personnel matters.

". . . Upon employees in the Federal service rests the obligation to serve the whole people, whose interests and welfare require orderliness and continuity in the conduct of Government activities. This obligation is paramount . . . "

Section II. Informal Discussion

Whenever any employee of the Department desires to avail himself of an informal discussion with officials, he should feel free to use that means of making his views known, whether they be suggestions, problems or grievances. Supervisors shall promptly comply with an employee's request for informal discussions relative to the employee's official duties and welfare, and the employee shall be treated with every consideration and courtesy during such discussions.

Section III. Employee Organization and Representation

1. Every employee has the right to join or to refrain from joining any organization or association of employees, and no employee of this Department and no one seeking employment shall be required as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

2. Every employee has the right to consult and confer with supervisory personnel on his own behalf or to designate a representative of his own choice, including an organized group or association

of Federal employees, to act on his behalf for the same purpose. In the exercise of these rights, all employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates or supervisors.

3. There shall be no discrimination against representatives of employees of the Department, nor shall employees suffer discrimination because of membership or non-membership in any organization or association of employees.

Section IV. Procedure on Employee Requests for Information

1. Every employee or his representative has the right at any time to obtain information with respect to rules and regulations governing personnel administration in the Department and with regard to appeal procedures. They are expected to seek such information through regular supervisory channels in the following order: The employee's immediate supervisor, proceeding then through the unit, section or division head as the case may be, to the head of the bureau or agency in which employed or to such representatives as the chief or administrator may designate for the purpose, proceeding then to the Director of Personnel of the Department or to such members of the Director's staff as are specifically designated by the Director to supply such information. Requests for information can be made either orally or in writing.

2. Supervisors are directed to comply with reasonable promptness to requests for information of this kind, and if unable to supply such information to refer the employee to the officer to whom the superior is administratively responsible.

Section V. Procedure on Presenting and Appealing Employee Grievances

1. Any complaint or grievance involving working conditions, or status, or growing out of the interpretation or application of rules and regulations governing personnel administration under which the Department or any bureau or sub-division functions, unless otherwise provided for, where existing law or Departmental regulations permit of administrative discretion, may be presented and appealed by the employee or his representative in the following manner:

a. The complaint or grievance should be presented either in oral or written form through established supervisory channels up to and including the chief or administrator of the bureau or agency. Established supervisory channels means the heads of units, sections, divisions, and the chief of bureau, each of whom shall seek through conference to obtain informally a prompt and satisfactory adjustment.

b. If, in the employee's opinion, reasonably prompt and satisfactory adjustment through supervisory channels referred to in "a" cannot be obtained, the employee or his representative may appeal to the chief or administrator of the bureau or agency to which the employee is assigned for a hearing before a board of appeals, and he shall submit at the same time the name of the person who will represent the employee on the board. Notice of the appeal shall be presented in writing and shall state as clearly as possible the issue or cause of action and the pertinent facts as they exist in the opinion

of the employee, which statement may be amended subsequently as necessary. It shall be presented in duplicate. Prompt acknowledgment of the receipt of such appeal shall be made to the employee by the chief or administrator of the bureau or agency, who shall also promptly send a duplicate copy of the notice of appeal to the Director of Personnel.

(1) When the chief or administrator of the bureau or agency receives notice of appeal, he or his designated representative shall proceed to the organization of a board of three members to investigate the case, report findings of fact and make recommendations for a decision. This board shall consist of the representative named by the employee in his notice of appeal and a representative to be selected by the chief or administrator of the bureau or agency within 5 days (exclusive of holidays) of receipt of the notice of appeal. These two members shall agree upon a third member within 15 days after receipt of the notice of appeal. If these two representatives are unable within the 15-day period to agree upon a third member who is willing to serve on the board, the board shall automatically be dissolved, and the employee and the bureau or agency concerned shall each appoint a different person as representative within 5 days (exclusive of holidays) after dissolution of the board. These two members shall agree upon a third member within 10 days (exclusive of holidays) after

dissolution of the board. If they are unable to agree, the two members of the board shall then notify the Director of Personnel who shall select the third impartial member of said board.

(2) This board shall hear witnesses as necessary, including any suggested by the employee, and shall conduct its inquiry expeditiously and in such a way as may be necessary to obtain a clear understanding of the facts. Within 30 days after its selection, unless exception as to time limit is approved by the Director of Personnel, the board shall report its findings and make its recommendations which shall be given careful consideration by the chief or administrator of the bureau or agency in arriving at his decision, which shall be made within 10 days (exclusive of holidays) after receipt of the findings of fact and recommendations. The employee shall be notified in writing of the chief's or administrator's decision and a copy of such decision shall be sent to the Director of Personnel together with a summary of the findings of the board.

c. In case the employee is dissatisfied with the decision rendered by the chief or administrator, he or his representative may appeal from that decision to the Director of Personnel of the Department. Written notice of the appeal of the decision, containing a full statement of the reasons for appeal, must be filed in duplicate with the Director of Personnel within 10 days

(exclusive of any time the employee may be absent on leave or official business) of the date on which the employee received notice from the chief or administrator. The Director of Personnel shall make prompt acknowledgment of the receipt of the appeal, to the employee, and shall transmit a duplicate copy of the appeal to the head of the bureau or agency concerned.

d. When the Director of Personnel receives notice of appeal, he shall seek, by any and all means which he may deem necessary, to obtain a prompt and satisfactory adjustment. He may decide the case on the basis of a thorough examination of the written reports and records if he is satisfied with the sufficiency of the evidence presented therein. He may also consult additional records, persons, or other sources of information.

(1) If the Director of Personnel determines that a further investigation of the case appears necessary, he shall proceed to the organization of a board of three members. This board shall consist of one member to be selected by the chief of the bureau or agency concerned, one by the employee, and these two members shall select a third member.

This board shall be authorized to review the record in the case, investigate the facts as necessary, and to hear witnesses. The findings and recommendations of the board shall be placed in writing within 30 days after receipt of the appeal and shall be given careful consideration by the

Director of Personnel in making his decision, which shall be made within 5 days after his receipt of the board's findings and recommendations. Regardless of the method of adjustment chosen by the Director of Personnel, his decision shall be rendered within 35 days (exclusive of holidays) after receipt of the employee's written notice of appeal. A notification of his decision to the employee shall be in writing, a copy of which shall be transmitted to the head of the bureau or agency concerned.

e. Employees may appeal in writing from the decision of the Director of Personnel to the Secretary of Agriculture within 10 days (exclusive of holidays) of receipt of the Director's decision.

f. Former employees of the Department are not entitled to an appeal under this Memorandum.

g. Boards of appeal shall have full authority in all matters pertaining to board procedure.

h. The Department cannot legally incur travel or other expense for persons not employed by the Department, who are called upon to participate in hearings, either as board members or witnesses. It is the policy of the Department [redacted] to have boards of appeal convene in, or as close as possible to, the localities where the appellants and witnesses reside.

i. It is to be clearly understood that any employee shall be free from any and all restraint, interference, coercion, or reprisal on the part of his associates or supervisors in making any appeal or in seeking information in accordance with these established procedures. All appeals shall be considered during the regular working hours of the Department.

Section VI. Efficiency Rating

When an employee is dissatisfied with his efficiency rating, he may appeal in writing to the Board of Review of the bureau or agency to which he is assigned within 15 days after receiving notice of his rating. The Board of Review shall investigate the case as necessary and shall determine whether the rating shall be sustained or changed. In notifying the employee of its decision, the Board of Review in all cases shall notify the employee at the same time that if he is dissatisfied with the decision of the Board of Review, he may request a hearing before a board of appeals as provided for in Section V, paragraph 1(b) of this Memorandum, provided that he appeals within 20 days after notice to him of the decision of the Board of Review. In availing himself of this right of appeal, the employee shall within that period notify the chief of the bureau or agency in writing that the employee desires to appeal his case and shall indicate whom he (the employee) has arranged to represent him as a member of the board of appeals.

If an employee is absent on leave or official business at the time the notice of his efficiency rating - or the notice of the decision of the Board of Review in the case of an appeal - is sent to his office

address, the time limits of 15 and 20 days respectively shall apply beginning upon the date of his return to duty or official headquarters.

Section VII. Classification

(1) Any employee, or his duly authorized representative, may inspect his job classification sheet. Such sheets are on file in units under the immediate direction of the chief or administrator of each bureau, frequently in division and field offices, and in the Office of Personnel. Supervisors are expected to inform any employee or his representative, on request, where such sheets are on file.

(2) If any employee has reason to believe that his present position is incorrectly classified and desires to appeal for a change in classification, he may proceed in the following manner:

(a) He should first consult his immediate supervisor. If the supervisor is unwilling to take action which results in an accurate description of duties and an appropriate allocation of grade within a reasonable period of time, the employee may proceed through supervisory channels to the chief of the bureau or his designated representative on classification matters. If such officials are unwilling to take the necessary action and the employee is still convinced that the description of duties on file is inaccurate or incomplete, he should then prepare a complete, detailed, and accurate statement of his duties in the order of their importance and complexity, indicating where possible the approximate percentage of time given to each duty, the name of the supervisor, and the names of any employees

supervised. He should then forward this statement to the Department Office of Personnel.

(b) Washington Employees. In the case of Washington employees, the Office of Personnel, through its Division of Classification, will make an investigation of the position and advise the employee and the bureau of its findings. If the findings are still unsatisfactory to the employee, he may file a personal appeal on Civil Service Form No. 13, which he can forward to the Civil Service Commission directly or through the bureau and Department personnel offices. If an employee agrees that his classification sheet accurately describes his present duties but he is of the opinion that the duties have been erroneously classified, he should immediately fill out Civil Service Form No. 13 and forward it directly to the Civil Service Commission or through the bureau and Department personnel offices. The Civil Service Commission is the final authority on classification for departmental positions in Washington.

(c) Field Employees. Because of lack of funds, it is often impracticable for Department classification investigators to make an actual analysis of positions in the field. Consequently, the facts surrounding a field position will be secured by correspondence with the employee and his supervisor. If the facts are agreed to by the employee and his supervisor, a decision may be made without an actual field investigation. If the facts surrounding the position are not agreed to by the employee and his

immediate supervisor, an actual analysis will be made where possible. The Civil Service Commission has no jurisdiction over the classification of field positions.

Section VIII. Establishment of Personnel Relations Section

There is now established in the Office of Personnel of the Department a Personnel Relations Section which devotes its full time to matters pertaining to employee grievances, complaints and related subjects. Employees located in Washington are at liberty to consult with the Personnel Relations Officer at any time they have failed to obtain satisfaction through the official channels of their own bureaus or agencies. Field employees may communicate directly by letter with the Director of Personnel.

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Provisions of Memorandum 822, issued May 15, 1939, as revised, have been incorporated in this memorandum and Memorandum 822 is hereby revoked.

H A Wallace

Secretary

Regn. 4070
Dated 1-1-43

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
Please return to the
Secretary's File Room

December 31, 1942

MEMORANDUM NO. 753, REVISED, SUPPLEMENT NO. 1

PERSONNEL RELATIONS POLICY AND PROCEDURE

Section 7 of Executive Order No. 9252 dated October 9, 1942, a copy of which is attached, provides that the regulations contained in the order will apply to the administration of the Department of Agriculture Board of Review on Efficiency Ratings in the departmental service. It provides further that the Civil Service Commission may extend the provisions of the order to the field services. Accordingly, on October 27, 1942, the Civil Service Commission issued procedural instructions relating to efficiency rating appeals from field service employees. Since field service employees may now appeal efficiency ratings to the Department of Agriculture Board of Review on Efficiency Ratings for adjudication on the basis of evidence submitted in writing, Section VI, entitled Efficiency Rating, of Memorandum No. 753, Revised, dated April 4, 1940 is hereby rescinded. Field service employees may obtain information with regard to appealing efficiency ratings by following the procedure described under Section IV of Memorandum No. 753, Revised, dated April 4, 1940.

Provision has already been made, in Memorandum No. 926 and supplements thereto, for the establishment and maintenance of the Department of Agriculture Board of Review on Efficiency Ratings.

Chiefs of bureaus are responsible for making certain that each field service employee is notified of the contents of this memorandum, and that each new field service employee is likewise notified when he reports for official duty.

Grover B. Hill
Assistant Secretary

PERSONNEL

Regn. 4122
Dated 3-12-43

FILED
DEPARTMENT OF AGRICULTURE
WASHINGTON
Please return to the
Secretary's File Room

March 5 1943

MEMORANDUM NO. 753, REVISION 2

PERSONNEL RELATIONS POLICY AND PROCEDURE

TO ALL EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE

Section I. Introduction

It is a part of good personnel administration that employees have access to responsible administrative officials for the discussion of individual problems affecting their status and welfare. In an organization as large as this Department it is natural that questions and problems will arise involving personnel relations. Their prompt and orderly consideration and disposition is consistent equally with efficient administration and the desire of employees.

It is desirable that uniform procedures be expressed and followed which will be fair, orderly, and expeditious. This statement of policy and procedures comes as a result of a need expressed by employees, administrators, and employee organizations alike. It can, of course, be revised as necessary.

Certain fundamentals deserve emphasis. First of all is the fact that the staff of the Department constitutes an organization to carry out a program of public service. Because the Department is an agency of the sovereign government, department policies and procedures must conform to national policy. In 1937, President Roosevelt in a statement made clear and understandable certain fundamentals of national policy which are quoted below:

> " . . . The desire of Government employees for fair and adequate pay, reasonable hours of work, safe and suitable working conditions, development of opportunities for advancement, facilities for fair and impartial consideration and review of grievances, and other objectives of a proper employee relations policy, is basically no different from that of employees in private industry. Organization on their part to present their views on such matters is both natural and logical, but meticulous attention should be paid to the special relationsnips and obligations of public servants to the public itself and to the Government.

PERSONNEL

"All Government employees should realize that the process of collective bargaining, as usually understood, cannot be transplanted into the public service. It has its distinct and insurmountable limitations when applied to public personnel management. The very nature and purposes of Government make it impossible for administrative officials to represent fully or to bind the employer in mutual discussions with Government employee organizations. The employer is the whole people, who speak by means of laws enacted by their representatives in Congress. Accordingly, administrative officials and employees alike are governed and guided, and in many instances restricted, by laws which establish policies, procedures, or rules in personnel.

" . . . Upon employees in the Federal service rests the obligation to serve the whole people, whose interests and welfare require orderliness and continuity in the conduct of Government activities. This obligation is paramount . . . "

Section II. Informal Discussion

Whenever any employee of the Department desires to avail himself of an informal discussion with officials, he should feel free to use that means of making his views known, whether they be suggestions, problems or grievances. Supervisors shall promptly comply with an employee's request for informal discussions relative to the employee's official duties and welfare, and the employee shall be treated with every consideration and courtesy during such discussions.

Section III. Employee Organization and Representation

1. Every employee has the right to join or to refrain from joining any organization or association of employees, and no employee of this Department and no one seeking employment shall be required as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

2. Every employee has the right to consult and confer with supervisory personnel on his own behalf or to designate a representative of his own choice, including an organized group or association of Federal employees, to ask on his behalf for the same purpose. In the exercise of these rights, all employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates or supervisors.

3. There shall be no discrimination against representatives of employees of the Department, nor shall employees suffer discrimination because of membership or non-membership in any organization or association of employees.

Section IV. Procedure on Employee Requests for Information

1. Every employee or his representative has the right at any time to obtain information with respect to rules and regulations governing personnel

administration in the Department and with regard to appeal procedures. They are expected to seek such information through regular supervisory channels in the following order: The employee's immediate supervisor, proceeding then through the unit, section or division head as the case may be , to the head of the administration or bureau in which employed or to such representatives as the head of the administration or bureau may designate for the purpose, proceeding then to the Director of Personnel of the Department or to such members of the Director's staff as are specifically designated by the Director to supply such information. Requests for information can be made either orally or in writing.

- 2. Supervisors are directed to comply with reasonable promptness to requests for information of this kind, and if unable to supply such information to refer the employee to the officer to whom the superior is administratively responsible.

Section V. Procedure on Presenting and Appealing Employee Grievances

1. Any complaint or grievance involving working conditions, or status, or growing out of the interpretation or application of rules and regulations governing personnel administration under which the Department or any administration, bureau or sub-division functions, unless otherwise provided for, where existing law or Department regulations permit of administrative discretion, may be presented and appealed by the employee or his representative in the following manner:

a. The complaint or grievance should be presented either in oral or written form through established supervisory channels up to and including the head of the administration or bureau. Established supervisory channels means the heads of units, sections, divisions, and the head of the administration or bureau, each of whom shall seek through conference to obtain informally a prompt and satisfactory adjustment.

b. If, in the employee's opinion, reasonably prompt and satisfactory adjustment, through supervisory channels referred to in "a" cannot be obtained, the employee or his representative may appeal to the head of the administration or bureau to which the employee is assigned for a hearing before a board of appeals, and he shall submit at the same time the name of the person who will represent the employee on the board. Notice of the appeal shall be presented in writing and shall state as clearly as possible the issue or cause of action and the pertinent facts as they exist in the opinion of the employee, which statement may be amended subsequently as necessary. It shall be presented in duplicate. Prompt acknowledgment of the receipt of such appeal shall be made to the employee by the head of the administration or bureau, who shall also promptly send a duplicate copy of the notice of appeal to the Director of Personnel.

(1) When the head of the administration or bureau receives notice of appeal, he or his designated representative shall proceed to the organization of a board of three members to investigate the case, report findings of fact and make recommendations for a decision. This board shall consist of the representative named by the employee

in his notice of appeal and a representative to be selected by the head of the administration or bureau within 5 days (exclusive of holidays) of receipt of the notice of appeal. These two members shall agree upon a third member within 15 days after receipt of the notice of appeal. If these two representatives are unable within the 15-day period to agree upon a third member who is willing to serve on the board, the board shall automatically be dissolved, and the employee and the head of the administration or bureau concerned shall each appoint a different person as representative within 5 days (exclusive of holidays) after dissolution of the board. These two members shall agree upon a third member within 10 days (exclusive of holidays) after dissolution of the board. If they are unable to agree, the two members of the board shall then notify the Director of Personnel who shall select the third impartial member of said board.

(2) This board shall hear witnesses as necessary, including any suggested by the employee, and shall conduct its inquiry expeditiously and in such a way as may be necessary to obtain a clear understanding of the facts. Within 30 days after its selection, unless exception as to time limit is approved by the Director of Personnel, the board shall report its findings and make its recommendations which shall be given careful consideration by head of the administration or bureau in arriving at his decision, which shall be made within 10 days (exclusive of holidays) after receipt of the findings of fact and recommendations. The employee shall be notified in writing of the decision of the head of the administration or bureau and a copy of such decision shall be sent to the Director of Personnel together with a summary of the findings of the board.

c. In case the employee is dissatisfied with the decision rendered by the head of the administration or bureau he or his representative may appeal from that decision to the Director of Personnel of the Department. Written notice of the appeal of the decision, containing a full statement of the reasons for appeal, must be filed in duplicate with the Director of Personnel within 10 days (exclusive of any time the employee may be absent on leave or official business) of the date on which the employee received notice from the head of the administration or bureau. The Director of Personnel shall make prompt acknowledgment of the receipt of the appeal, to the employee, and shall transmit a duplicate copy of the appeal to the head of the administration or bureau concerned.

d. When the Director of Personnel receives notice of appeal, he shall seek, by any and all means which he may deem necessary, to obtain a prompt and satisfactory adjustment. He may decide the case on the basis of a thorough examination of the written reports and records if he is satisfied with the sufficiency of the evidence presented therein. He may also consult additional records, persons, or other sources of information.

(2) [illegible] witnesses as necessary, including any [illegible] employee, and shall request his inquiry experi-
[illegible]
[illegible]
[illegible]

(1) If the Director of Personnel determines that a further investigation of the case appears necessary, he shall proceed to the organization of a board of three members. This board shall consist of one member to be selected by the head of the administration or bureau concerned, one by the employee, and these two members shall select a third member.

This board shall be authorized to review the record in the case, investigate the facts as necessary, and to hear witnesses. The findings and recommendations of the board shall be placed in writing within 30 days after receipt of the appeal and shall be given careful consideration by the Director of Personnel in making his decision, which shall be made within 5 days after his receipt of the board's findings and recommendations. Regardless of the method of adjustment chosen by the Director of Personnel, his decision shall be rendered within 35 days (exclusive of holidays) after receipt of the employee's written notice of appeal. A notification of his decision to the employee shall be in writing, a copy of which shall be transmitted to the head of the administration or bureau concerned.

e. Employees may appeal in writing from the decision of the Director of Personnel to the Secretary of Agriculture within 10 days (exclusive of holidays) of receipt of the Director's decision.

f. Former employees of the Department are not entitled to an appeal under this Memorandum.

g. Boards of appeal shall have full authority in all matters pertaining to board procedure.

h. The Department cannot legally incur travel or other expense for persons not employed by the Department, who are called upon to participate in hearings, either as board members or witnesses. It is the policy of the Department, to have boards of appeal convene in, or as close as possible to, the localities where the appellants and witnesses reside.

i. It is to be clearly understood that any employee shall be free from any and all restraint, interference, coercion, or reprisal on the part of his associates or supervisors in making any appeal or in seeking information in accordance with these established procedures. All appeals shall be considered during the regular working hours of the Department.

Section VI. Efficiency Rating

Information as to procedure for appealing efficiency ratings, if not otherwise available within administrations or bureaus in accordance with Section IV, above, may be obtained from the administration or bureau personnel office or from the Director of Personnel of the Department at Washington, D. C.

Section VII. Classification

1. Any employee, or his duly authorized representative, may inspect his job classification sheet. Such sheets are on file in units under the immediate direction of the head of the administration or bureau, frequently in division and field offices, and in the Office of Personnel. Supervisors are expected to inform any employee or his representative, on request, where such sheets are on file.

2. If any employee has reason to believe that his present position is incorrectly classified and desires to appeal for a change in classification, he may proceed in the following manner:

a. He should first consult his immediate supervisor. If the supervisor is unwilling to take action which results in an accurate description of duties and an appropriate allocation of grade within a reasonable period of time, the employee may proceed through supervisory channels to the head of the administration or bureau or his designated representative on classification matters. If such officials are unwilling to take the necessary action and the employee is still convinced that the description of duties on file is inaccurate or incomplete, he should then prepare a complete, detailed, and accurate statement of his duties in the order of their importance and complexity, indicating where possible the approximate percentage of time given to each duty, the name of the supervisor, and the names of any employees supervised. He should then forward this statement to the Department Office of Personnel.

b. Washington Employees. In the case of Washington employees, the Office of Personnel, through its Division of Classification, will make an investigation of the position and advise the employee and the administration or bureau of its findings. If the findings are still unsatisfactory to the employee, he may file a personal appeal on P.C.B. Form No. 13, which he can forward to the Civil Service Commission directly or through the administration or bureau personnel office and the Office of Personnel. If an employee agrees that his classification sheet accurately describes his present duties but he is of the opinion that the duties have been erroneously classified, he should immediately fill out P.C.B. Form No. 13 and forward it directly to the Civil Service Commission or through the administration or bureau personnel office and the Office of Personnel. The Civil Service Commission is the final authority on classification for departmental positions in Washington.

c. Field Employees. Because of lack of funds, it is often impracticable for Department classification investigators to make an actual analysis of positions in the field. Consequently, the facts surrounding a field position will be secured by correspondence with the employee and his supervisor. If the facts are agreed to by the employee and his supervisor, a decision may be made without an actual field investigation. If the facts surrounding the position are not agreed to by the employee and his immediate supervisor, an actual analysis will be made where possible. The Civil Service Commission has no jurisdiction over the classification of field positions in the Department of Agriculture.

Section VIII. Establishment of Personnel Relations Section

There is now established in the Office of Personnel of the Department a Personnel Relations Section which devotes its full time to matters pertaining to employee grievances, complaints, and related subjects. Employees located in Washington are at liberty to consult with the Personnel Relations Officer at any time they have failed to obtain satisfaction through the official channels of their own administration or bureau. Field employees may communicate directly by letter with the Director of Personnel.

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Each new employee of the Department must be given a copy of this memorandum when he reports for duty.

Claude R. Wickard

Secretary

FILED
Secretary's File Room

Ordered #207 5/11/38

May 11, 1938.

MEMORANDUM NO. 754

Interdepartmental Rio Grande Board

On March 24, 1938, by joint action of the Secretary of the Interior and the Secretary of Agriculture, a committee was designated to be known as the Interdepartmental Rio Grande Board, and charged with certain duties in an advisory capacity relating to formulating and recommending programs involving work of the two Departments in the Rio Grande watershed. The need for and the duties of this Board are outlined below. Also in this memorandum are designated the representatives from the Department of Agriculture.

The drainage area of the Upper Rio Grande River is one of the largest western watersheds and one of the oldest areas of settled human habitation in the United States. Approximately one-half of the surface area of this watershed is still in the possession of the United States. Through more than a century of intensive misuse and overuse of the basic resources of soil and water, the watershed has, because of overgrazing and the resulting accelerated erosion, suffered loss of its top soil and is now in a critical condition. At the same time the pressure of the population upon the inequitably distributed basic resources has greatly increased. As a result of these facts, a very large proportion of the rural population and a smaller proportion of the urban population has become dependent upon the Federal Government for a part of its living through direct and work relief, and the programs of several Federal agencies have been made difficult of execution. These conditions make necessary early remedial action through the coordination of the activities of the Federal agencies operating in the watershed in order that such agencies may be enabled effectively to carry out their respective programs.

In order to bring about this coordination of Federal activities and to make possible closer cooperation between the Federal agencies and the State and other public and private agencies, the Secretary of the Interior and the Secretary of Agriculture have designated representatives of various bureaus in their respective Departments to compose a committee to be known as the Interdepartmental Rio Grande Board. The Chairman and Vice Chairman of the Board have been selected by the two Secretaries from among the membership of the Board.

It will be the duty of the Board to recommend to the heads of the participating agencies appropriate policies and programs which will coordinate the activities of the Federal agencies operating in the

watershed and to obtain the cooperation of other public agencies and persons in making effective an approved long-term program of land-use, social and economic adjustments.

Among the functions of the Board will be the following:

Through the heads of the Federal agencies represented on the Board to call for reports, data, statistical or other pertinent information necessary for the proper performance of its function.

With the approval of the participating agencies to initiate and organize multiple-phase surveys of the watershed, to set up standards and establish unified procedure for these surveys and to assist in the uniform interpretation of the results of investigations.

To formulate programs of land-use adjustments for the various subdrainages of the watershed, to recommend priorities of planning and of action for these subdrainages according to the critical nature of the problems.

To assist the several Federal agencies in carrying out those parts of the total watershed program within the scope of their respective fields.

To negotiate with and obtain the cooperation of State planning commissions, State and other public officials and other public and private interests in bringing about land-use, economic and social adjustments.

To recommend, to the Secretaries of Agriculture and of the Interior, legislation for the facilitation of proper land-use, economic and social adjustments.

To recommend to the Departments changes in the rules and regulations of the Federal agencies participating in land-use adjustments within the watershed.

Through the heads of the participating agencies, to call for progress reports concerning those parts of the watershed and subdrainage programs undertaken by them.

The territory to be served by the Board will be the watershed of the Upper Rio Grande River in the States of New Mexico and Colorado. The Board may by agreement of the Secretaries extend the territory to

the contiguous inland drainages and related contiguous areas.

The Secretary of the Interior has designated the following representatives to the Interdepartmental Rio Grande Board:

W. V. Woehlke, Department of the Interior
A. D. Ryan, Division of Grazing
L. E. Foster, Bureau of Reclamation
S. D. Aberle, Bureau of Indian Affairs.

The Department of Agriculture designates the representatives listed below:

R. I. Kimmel, Coordinator, Southern Great Plains
John A. Adams, Forest Service
Hugh G. Calkins, Soil Conservation Service
M. M. Kelso, Bureau of Agricultural Economics.

Mr. Walter V. Woehlke and Mr. Hugh G. Calkins have been designated respectively as Chairman and Vice Chairman.

H A Wallace

Secretary.

Orders No 909

DEPARTMENT OF AGRICULTURE
Office of the Secretary

May 11, 1938. 5/11/38

MEMORANDUM NO. 755

Sale of Reproductions of Aerial or Other Photographs, Mosaics and Maps

Section 387 of Public No. 430, 75th Congress. The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.

Pursuant to the above the following policies, prices, and procedures are established in connection with the disposition of reproductions by Bureaus and Offices of the Department:

Bureaus and Offices may furnish reproductions:

1. Free to newspapers, magazines, publishers, and cooperators in accordance with provisions of existing law, with the understanding that the recipient shall use the reproductions in the public interest and in accordance with regulations.

2. To Federal agencies in accordance with provisions of Section 601, 47 Stat. 417, June 30, 1932.

3. At estimated cost to farmers; Federal, State, and local governmental agencies; educational institutions; and individuals, firms, and agencies cooperating with the Department, in accordance with Section 387 supra.

4. To purchasers not indicated above at the prices listed for "others" in the accompanying schedule.

Bureaus and Offices may:

1. Enter into contracts with commercial firms for supplying photographic reproductions to governmental agencies and others.

2. Make other disposition of photographic reproductions under any other provisions of existing law.

Bureaus and Offices are not obligated to furnish reproductions, but may use discretion in order that the best interests of the Government are safeguarded. Such orders should be accepted only when the work will not interfere with the regular activities of the bureau or office concerned.

Bureaus and Offices shall not furnish reproductions:

1. When it is known that they are for use in suits against the Government.

2. When it is known that they are for showing in advertising or otherwise, either directly or by implication, that the Department endorses any commercial product.

3. Showing fortifications, military or naval defenses, or other restricted areas.

4. Made from photographic materials of other governmental agencies unless these agencies approve and authorize such use, and provided such materials have been obtained by the Department of Agriculture in connection with its authorized work.

There will be established a permanent photographic sales committee for the purpose of considering problems that may arise from time to time. Prices charged for photographic reproductions including mosaics not listed in the schedule will be sent to the chairman of the committee for his information. When deemed necessary, prices for such unlisted items will be established by the permanent committee.

Prices for material will be revised periodically on the basis of cumulative records of the cost of filling orders. In determining such costs, the Bureaus and Offices will take into consideration the following factors:

1. Laboratory Costs

   a. Labor

      All direct labor of processing, including checking of film and materials, packing, etc.

   b. Expendable supplies including paper, chemicals, power, spoilage, gas, water, etc.

   c. Administrative expenses

      Supervision, clerical, accounting, and communications.

   e. Equipment

      Physical depreciation and maintenance.

   f. Other laboratory costs.

2. Other than laboratory costs

   a. Receiving and handling orders within the Department.

   b. Collecting and handling funds.

The following schedule of prices must be used by Bureaus and Offices which wish to take advantage of the provisions of Section 387 supra.

Aerial photographic reproductions may be furnished by the Agricultural Adjustment Administration, Forest Service, and Soil Conservation Service.

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS
Single or double weight paper not ferrotyped
All contact prints and enlargements unmounted
and all except 7x9, 9x9, or 10x10 untrimmed

I. Contact Prints.

The prices for contact prints of various sizes are set forth below.
The size in each case refers to the approximate size of the negative.
Contact prints trimmed if specified.

7 x 9 or 9 x 9 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-5	$0.50	$0.65
6-100	.40	.55
Over 100	.25	.35

For water-proof (low-shrink) paper, add $0.10 per print.

10 x 10 inches

1-5	$0.55	$0.75
6-100	.45	.60
Over 100	.30	.40

For water-proof (low-shrink) paper, add $0.10 per print.

16 x 20 inches

1-100	$1.20	$1.60
Over 100	.80	1.10

20 x 24 inches

Any amount	$1.50	$2.00

24 x 30 inches

Quantity	Farmers, governmental agencies, etc.	Others
Any amount	$1.70	$2.30

II. Enlargements.

The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered.
Enlargement factors must be furnished with each order.

11 x 14 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-100	$1.15	$1.55
Over 100	.65	.90

16 x 20 inches

1-100	$1.30	$1.75
Over 100	.80	1.10

20 x 24; 20-1/2 x 26; 22 x 27 inches

1-5	$1.60	$2.15
6-100	1.20	1.60
Over 100	1.00	1.35

25 x 25 inches

1-5	$1.90	$2.55
6-100	1.40	1.90
Over 100	1.15	1.55

24 x 30 inches

1-5	$2.40	$3.20
6-100	1.90	2.55
Over 100	1.50	2.00

28 x 34 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-5	$3.50	$4.70
6-100	2.50	3.35
Over 100	2.00	2.70

Other Photographic Reproductions

For this class of material, one schedule of prices is applicable to all sales to farmers, governmental agencies, etc.

This type of photographic reproductions may be furnished by the Bureau of Agricultural Economics, Bureau of Public Roads, Extension Service, Farm Security Administration, Forest Service, Office of Information, Soil Conservation Service, and Weather Bureau, or other bureaus of the Department.

PRICES FOR OTHER PHOTOGRAPHIC REPRODUCTIONS

Minimum charge 25¢ per order
All sizes are approximate

CLASS OF WORK	UNIT	PRICE
Blackline	Sq.Ft. paper used	$ .03
Blueprint	" " " "	.03
Blueline	" " " "	.04
Brownprint (Paper Negative)	" " " "	.07
Brownline Prints	" " " "	.07
Brownline Prints (Thin)	" " " "	.10
Ozalid	" " " "	.04
Photostat	" " " "	.16
Solar Bromide	" " " "	.12
Wet Plate	" "	.75 minimum charge
Line Film	" "	.75 minimum charge
Multilith (Plate Only)		
10" x 14"	Each	.75
11" x 17"	"	1.00
Multilith (Plates & Line Film)		
10" x 14" Less than 100	"	1.50
100 to 199	"	1.25
200 or over	"	1.10
11" x 17" Less than 100	"	1.75
100 to 199	"	1.50
200 or over	"	1.30
Halftone (Additional to line film prices)		
10" x 14"	"	.75
11" x 17"	"	1.00

CLASS OF WORK	UNIT	PRICE
Mounting Maps		
Cloth Plain	Sq.Ft.	$ .05
Cloth Folded	" "	.13
Wallboard (Includes tape)	" "	.18
Cardboard (Includes tape)	" "	.18
Above in color - Extra	" "	.05
Mounting Enlargements		
Wallboard (Includes tape)	" "	.13
Cardboard (Includes tape)	" "	.13
Cloth (See Enlargements)		
Copy Negatives (From positive prints)		
5"x7"	Each	.50
8"x10"	"	1.00
10"x12"	"	1.50
11"x14"	"	2.00
Mounting Prints (9-1/2"x12"		
Cardmount furnished	"	.08
Lantern Slides (uncolored)	"	.50
Tracing Linen Reproduction	Sq.Ft.	.50
Photo Prints		
Miniature, In Strips	Each	.02
Miniature, Separately	"	.04
3-1/4"x5-1/2", 4"x5" or smaller	"	.10
5"x7"	"	.15
6-1/2"x8-1/2"	"	.20
8"x10", 7"x11"	"	.30
10"x12"	"	.35
12"x15"	"	.40
White Border, extra	"	.05
Larger than 12"x15" same as Enlargement Prices		

Enlargements		Black & White	Sepia
4"x5", 3-1/4"x5-1/4" or smaller	Each	$ .20	$ .25
5"x7"	"	.25	.30
6-1/2"x8-1/2", 7"x9"	"	.35	.45
8"x10"	"	.45	.55
10"x12" (Mounted on Cloth)	"	.65	.80
11"x14" " " "	"	.90	1.15
12"x15" " " "	"	1.00	1.25
14"x17" " " "	"	1.25	1.60
16"x20" " " "	"	1.75	2.20
20"x24" " " "	"	2.25	2.80
Larger than 20"x24"	Sq.Ft.	.65	.80

Reductions		
From 5"x7" or Smaller Neg.	Each	.45
7"x9", 6-1/2"x8-1/2"	"	.50
8"x10", 7"x11"	"	.50
Motion Picture Film (stock shots)	Linear Ft.	1.00

MAPS

Maps published by the various bureaus will be sold at prices determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.

Procedure for Handling Orders

Inasmuch as the laboratories making reproductions are operated by separate bureaus, each bureau will follow its own procedure.

Orders and inquiries without bureau identification will be cleared through (a) the Office of Land Use Coordination in the case of aerial reproductions, or (b) the Office of Information in the case of other than aerial reproductions. These offices will ascertain which bureau owns the photographic material from which reproductions are desired and will forward the orders.

Each bureau or office will originate and prepare its own order blank forms. Unless otherwise deemed advisable by the individual bureau, all order blank forms should state that checks, money orders, and drafts be made payable to the Treasurer of the United States.

Unless the order states or otherwise indicates that the orderer is a farmer, governmental agency, educational institution, or co-operator, the price to "others" will apply.

Collections, Transfers, and Refunds:

The following procedure shall govern in (a) securing collections, (b) handling transfers, and (c) making refunds:

a. Standard Form 1080 will be used in securing collections from Federal agencies. All other collections should be made prior to delivery of the materials and deposited in a trust fund receipt account, or to the credit of the appropriation charged with the cost of making the reproductions.

b. Adjustments between the receipt account and the appropriation charged with the reproduction cost and/or for transfer to a trust fund appropriation account for refund should be cleared through the Division of Accounts, Office of Budget and Finance.

c. Standard Form 1048, Public Voucher for Refunds, should be used in effecting refunds.

Steps are being taken to clarify the question of making collections after delivery of reproductions to governmental agencies, other than Federal, operating under the laws prohibiting payment in advance.

The above procedure will be followed except where collections are deposited direct to the credit of the appropriation charged with the work as provided in the Act. The attention of the bureaus is called to the fact that refunds cannot be made from appropriations and that Section 3142, paragraph 3 of the Fiscal Regulations relating to the bonding of employees handling cash and negotiable instruments will apply in connection with the handling of receipts.

H A Wallace

Secretary.

April 28, 1938

The Honorable,

The Secretary of Agriculture.

Dear Mr. Secretary:

In accordance with your memorandum of March 8 establishing a committee to recommend procedures, practices, and policies to be followed under the authority granted in Section 387 of the Agricultural Adjustment Act of 1938, the committee is pleased to submit the attached report, in quintuplicate, containing its recommendations.

The committee submitted tentative drafts of this report to all Bureaus and Offices, and received numerous suggestions, all of which were considered in preparing the report.

There is also attached for your consideration, a draft, in quintuplicate, of a proposed numbered memorandum to the Bureaus and Offices, setting forth the policies, prices, and procedures to be followed in making effective the provisions of this Act, providing the report of the committee is acceptable. Along with this latter memorandum is a copy of a proposed Departmental Regulation.

Sincerely yours,

F. J. Sette,
Chairman, Photographic Sales Committee.

Attachments.

REPORT OF DEPARTMENTAL PHOTOGRAPHIC SALES COMMITTEE

On March 8, 1938 the following memorandum was sent to Chiefs of Bureaus and Offices designating a departmental committee to recommend procedures, practices, and policies to be followed under the authority granted the Secretary in Section 387 of the Agricultural Adjustment Act of 1938.

March 8, 1938

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Section 387 of the Agricultural Adjustment Act of 1938 authorizes the sale of reproductions of "aerial or other photographs, mosaics, and maps" which have been obtained in connection with the work of the Department to farmers and governmental agencies at the estimated cost, and to other persons at fixed prices which must not be less than the estimated cost.

To insure complete uniformity in the procedures, practices, and policies to be followed in the operations conducted under this authorization, the following committee is designated to make a careful study of the entire problem and to prepare and present recommendations covering all phases of the operation:

Mr. F. J. Sette, Office of the Secretary, Chairman
Mr. M. S. Wright, Office of Land Use Coordination, Secretary
Mr. F. W. Darner, Agricultural Adjustment Administration
Mr. D. L. Myers, Office of Budget and Finance
Mr. H. M. Dixon, Extension Service
Mr. G. H. Lautz, Forest Service
Mr. J. J. Henry, Office of Information
Mr. C. H. Quimby, Bureau of Public Roads
Mr. L. A. Woodward, Soil Conservation Service

The recommendations of the committee should include, but not be limited to statements covering (1) the bureaus and offices of the Department which are to furnish reproductions; (2) the classes or types of reproductions to be furnished by each; (3) the desirability or feasibility of establishing or designating central handling agencies for (a) all classes, or (b) special types of reproductions; (4) the factors of cost to be included in determining estimated prices, the policies to govern the fixing of prices for sales to others than farmers and governmental agencies; and (5) the procedures to govern (a) the handling of orders for reproductions, (b) the collection of reimbursement from governmental agencies, and (c) the depositing of receipts from all sources. In addition the committee should furnish drafts of the necessary Secretary's numbered memorandum and the additions and changes in the Department regulations.

The appropriate solution of the problems connected with this operation is a matter of considerable interest and importance and it is therefore urgent to develop and promulgate the necessary procedures at the earliest possible date.

(Signed) H. A. Wallace,
Secretary.

Section 387 of Public No. 430, 75th Congress referred to in the above memorandum follows:

SEC. 387. The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.

The committee has studied the points set forth in the foregoing memorandum and, in accordance with the instructions contained

therein, makes the following report which includes procedures for exercising the authority under Section 387.

The committee has been advised that the Secretary is not obligated to furnish reproductions, but may use discretion in order that the best interests of the Government may be safeguarded. Orders for reproductions shall be filled only when the work will not interfere with the regular activities of the bureau concerned.

When it is deemed desirable to furnish reproductions, the committee recommends that they be made available as follows:

1. The Secretary may furnish in accordance with other provisions of existing law, reproductions free to newspapers, magazines, publishers, and cooperators with the understanding that the recipient shall use the reproductions in the public interest and in accordance with regulations to be promulgated.

2. The Secretary may furnish reproductions to Federal agencies in accordance with provisions of Section 601, 47 Stat. 417, June 30, 1932.

3. The Secretary may furnish photographic reproductions at estimated cost to farmers; Federal, State, and local governmental agencies; educational institutions; and individuals, firms, and agencies cooperating with the Department.

4. The Secretary may furnish reproductions to purchasers not indicated above at the prices listed for "others" in the accompanying schedule.

5. The Secretary should not furnish reproductions:

a. When it is known that they are for use in suits against the Government.

b. When it is known that they are for showing in advertising or otherwise, either directly or by implication, that the Department endorses any commercial product.

c. Showing fortifications, military or naval defenses, or other restricted areas.

d. Made from photographic materials of other governmental agencies unless these agencies approve and authorize such use, and provided such materials have been obtained by the Department of Agriculture in connection with its authorized work.

The foregoing recommendations are not intended to prevent Bureaus and Offices from entering into contracts with commercial firms for supplying photographic reproductions to governmental agencies and others, nor are they intended to prevent Bureaus and Offices from making other disposition of photographic reproductions under any other provisions of existing law.

Basis for Computing Costs

In determining the "estimated costs" of furnishing reproductions, the committee considered the following factors:

1. Laboratory Costs

   a. Labor

      All direct labor of processing, including checking of film and materials, packing, etc.

   b. Expendable supplies including paper, chemicals, power, spoilage, gas, water, etc.

   c. Transportation of things

   d. Administrative expenses

      Supervision, clerical, accounting, and communications.

   e. Equipment

      Physical depreciation and maintenance.

   f. Other laboratory costs.

2. Other than laboratory costs

   a. Receiving and handling orders within the Department.

   b. Collecting and handling funds.

Insofar as available, the records and estimates of the bureaus in regard to the above factors were used. In many cases the costs of filling single orders for small numbers of reproductions may be higher than the listed prices. However, the committee feels that receipts from larger orders will offset such losses.

The costs of processing "Aerial" and "Other Photographic Reproductions" are not comparable; hence a different schedule of prices has been established for each category.

Prices should be revised periodically on the basis of cumulative records of the cost of filling the various orders. The price of all photographic reproductions not listed will be based upon estimates of the bureau which does the work.

It is recommended that a permanent photographic sales committee be appointed for the purpose of considering problems that may arise from time to time, and that prices charged for unlisted photographic reproductions including mosaics be sent to the chairman of the committee. When deemed necessary, prices for such unlisted items should be established by the permanent committee.

The committee considered three factors in addition to the foregoing in recommending prices to be charged to persons "other than farmers" for reproductions of aerial photographs:

1. Farmers, governmental agencies, etc. will presumably use reproductions in the public interest whereas others will use them solely in their private interest.

2. Costs of processing and handling may be higher because most of the orders probably will be for single or small numbers of reproductions.

3. The Department should not discourage aerial photographic contractors by setting prices so low that they cannot be met by reasonable competition. In establishing these prices, the committee has given consideration to quotations received from contractors as a part of their regular bids for aerial photography.

Aerial photographic reproductions may be furnished by the Agricultural Adjustment Administration, Forest Service, and Soil Conservation Service.

RECOMMENDED PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS

Single or double weight paper not ferrotyped
All contact prints and enlargements unmounted
and all except 7x9, 9x9, or 10x10 untrimmed

I. Contact Prints.

The prices recommended for contact prints of various sizes are set forth below.
The size in each case refers to the approximate size of the negative.
Contact prints trimmed if specified.

7 x 9 or 9 x 9 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-5	$0.50	$0.65
6-100	.40	.55
Over 100	.25	.35

For water-proof (low-shrink) paper, add $0.10 per print.

10 x 10 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-5	$0.55	$0.75
6-100	.45	.60
Over 100	.30	.40

For water-proof (low-shrink) paper, add $0.10 per print.

16 x 20 inches

1-100	$1.20	$1.60
Over 100	.80	1.10

20 x 24 inches

Any amount	$1.50	$2.00

24 x 30 inches

Any amount	$1.70	$2.30

II. Enlargements.

The prices recommended for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below.
The size in each case refers to the approximate size of paper required to produce the enlargement ordered.
Enlargement factors must be furnished with each order.

11 x 14 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-100	$1.15	$1.55
Over 100	.65	.90

16 x 20 inches

1-100	$1.30	$1.75
Over 100	.80	1.10

20 x 24; 20-1/2 x 26; 22 x 27 inches

Quantity	Farmers, governmental agencies, etc.	Others
1-5	$1.60	$2.15
6-100	1.20	1.60
Over 100	1.00	1.35

25 x 25 inches

1-5	$1.90	$2.55
6-100	1.40	1.90
Over 100	1.15	1.55

24 x 30 inches

1-5	$2.40	$3.20
6-100	1.90	2.55
Over 100	1.50	2.00

28 x 34 inches

1-5	$3.50	$4.70
6-100	2.50	3.35
Over 100	2.00	2.70

OTHER PHOTOGRAPHIC REPRODUCTIONS

For all except aerial reproductions, the committee recommends that only one schedule of prices be established.

Other photographic reproductions may be furnished by the Bureau of Agricultural Economics, Bureau of Public Roads, Extension Service, Farm Security Administration, Forest Service, Office of Information, Soil Conservation Service, and Weather Bureau.

RECOMMENDED PRICES FOR OTHER PHOTOGRAPHIC REPRODUCTIONS

Minimum charge 25¢ per order
All sizes are approximate

CLASS OF WORK	UNIT	PRICE
Blackline	Sq.Ft. paper used	$ .03
Blueprint	" " " "	.03
Blueline	" " " "	.04
Brownprint (Paper Negative)	" " " "	.07
Brownline Prints	" " " "	.07
Brownline Prints (Thin)	" " " "	.10
Ozalid	" " " "	.04
Photostat	" " " "	.16
Solar Bromide	" " " "	.12
Wet Plate	" "	.75) minimum
Line Film	" "	.75) charge
Multilith (Plate Only)		
10"x14"	Each	.75
11"x17"	"	1.00
Multilith (Plates & Line Film)		
10"x14" Less than 100	"	1.50
100 to 199	"	1.25
200 or over	"	1.10
11"x17" Less than 100	"	1.75
100 to 199	"	1.50
200 or over	"	1.30
Halftone (Additional to line film prices)		
10"x14"	"	.75
11"x17"	"	1.00
Mounting Maps		
Cloth Plain	Sq.Ft.	.05
Cloth Folded	" "	.13
Wallboard (Includes tape)	" "	.18
Cardboard (Includes tape)	" "	.18
Above in color - Extra	" "	.05
Mounting Enlargements		
Wallboard (Includes tape)	" "	.13
Cardboard (Includes tape)	" "	.13
Cloth (See Enlargements)		
Copy Negatives (From positive prints)		
5"x7"	Each	.50
8"x10"	"	1.00
10"x12"	"	1.50
11"x14"	"	2.00
Mounting Prints (9-1/2"x12"		
Cardmount furnished	"	.08

CLASS OF WORK	UNIT	PRICE	
Lantern Slides (uncolored)	Each	$ .50	
Tracing Linen Reproduction	Sq.Ft.	.50	
Photo Prints			
Miniature, In Strips	Each	.02	
Miniature, Separately	"	.04	
3-1/4"x5-1/2", 4"x5" or smaller	"	.10	
5"x7"	"	.15	
6-1/2"x8-1/2"	"	.20	
8"x10", 7"x11"	"	.30	
10"x12"	"	.35	
12"x15"	"	.40	
White Border, extra	"	.05	
Larger than 12"x15" same as Enlargement Prices			
Enlargements	, Black & White		Sepia
4"x5", 3-1/4"x5-1/4" or smaller	Each	$ .20	$ .25
5"x7"	"	.25	.30
6-1/2"x8-1/2", 7"x9"	"	.35	.45
8"x10"	"	.45	.55
10"x12" (Mounted on Cloth)	"	.65	.80
11"x14" " " "	"	.90	1.15
12"x15" " " "	"	1.00	1.25
14"x17" " " "	"	1.25	1.60
16"x20" " " "	"	1.75	2.20
20"x24" " " "	"	2.25	2.80
Larger than 20"x24"	Sq.Ft.	.65	.80
Reductions			
From 5"x7" or Smaller Neg.	Each	.45	
7"x9", 6-1/2"x8-1/2"	"	.50	
8"x10", 7"x11"	"	.50	
Motion Picture Film (stock shots)	Linear Ft.	1.00	

MAPS

Maps published by the various bureaus will be sold at estimated costs determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.

Procedure for Handling Orders

The committee has considered the question of establishing a central handling agency for orders and inquiries. It does not appear

feasible to centralize the handling of orders inasmuch as the laboratories making the reproductions are operated by separate bureaus, therefore, the committee recommends that each bureau follow its own procedure.

Orders and inquiries without bureau identification will be cleared through (a) the Office of Land Use Coordination in the case of aerial reproductions, or (b) the Office of Information in the case of other than aerial reproductions. These offices will ascertain which bureau owns the photographic material from which reproductions are desired and will forward the orders.

It is recommended that each bureau be allowed to develop its own order blank forms. Unless otherwise deemed advisable by the individual bureau, all order blank forms should state that checks, money orders, and drafts be made payable to the Treasurer of the United States.

Unless the order states or otherwise indicates that the orderer is a farmer, governmental agency, educational institution, or cooperator, the price to "others" should apply.

Collections, Transfers, and Refunds:

The committee recommends that proper steps be taken to clarify the question of making collections after delivery of reproductions to governmental agencies, other than Federal, operating under laws prohibiting payment in advance, otherwise the following procedure will

govern in (a) securing collections, (b) handling transfers, and (c) making refunds.

a. Standard Form 1080 will be used in securing collections from Federal agencies. All other collections should be made prior to delivery of the materials and deposited in a trust fund receipt account, or other accounts as authorized by law.

b. Adjustments between the receipt account and the appropriation charged with the reproduction cost and/or for transfer to a trust fund appropriation account for refund should be cleared through the Division of Accounts, Office of Budget and Finance.

c. Standard Form 1048, Public Voucher for Refunds, should be used in effecting refunds.

The above procedure will be followed except where collections are deposited direct to the credit of the appropriation charged with the work as provided in the Act. The attention of the bureaus should be called to the fact that refunds cannot be made from appropriations and that Section 3142, paragraph 3 of the Fiscal Regulations relating to the bonding of employees handling cash and negotiable instruments will apply in connection with the handling of receipts.

M. L. Wilson.
Chairman, Office of the Secretary

M. S. Wright
Secretary, Office of Land Use Co-ordination

Agricultural Adjustment Administration

Chas. D. Dunphy
Bureau of Public Roads

W B Stout
* Extension Service

G H Lautz
** Forest Service

D L Myers
Office of Budget and Finance

Ronald Henry
Office of Information

Louis A Schnedorf
Soil Conservation Service

* Dr. W. B. Stout acted in the capacity of Mr. H. M. Dixon, Extension Service.

** Mr. E. F. Allen acted in cooperation with Mr. G. H. Lautz, Forest Service.

OFFICE OF
THE SECRETARY OF AGRICULTURE

Paul:

approval of the attached
papers

1) letter & memorandum
from the Secretary establish-
ing the membership
of the Committee.
Lee
wants it up if O.K.

2) Mechanism. should be up
to clarify question of
making collections after
delivery etc. top page
of Memorandum

Call your attention to the
fact that original draft
was submitted to Bureau
officers. As far as practical their
suggestions were incorporated
in final draft which however
was not submitted to them.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

May 4, 1938.

MEMORANDUM FOR MR. APPLEBY:

The proposed Secretary's Memorandum prepared by the Committee which was appointed by the Secretary to prepare recommendations covering the procedures, practices and policies to govern the sale of reproductions of aerial or other photographs, mosaics and maps as authorized by Section 387 of the Agricultural Adjustment Act of 1938, is acceptable to this office with two exceptions. The changes considered necessary are indicated by bracketing the words to be omitted and underscoring the words to be added:

Page 6: "This type of photographic reproductions may be furnished by the Bureau of Agricultural Economics, Bureau of Public Roads, Extension Service, Farm Security Administration, Forest Service, Office of Information, Soil Conservation Service, and Weather Bureau, or other bureaus of the Department."

Page 8: "a. Standard Form 1080 will be used in securing collections from Federal agencies. All other collections should be made prior to delivery of the materials and deposited in a trust fund receipt account, or [other accounts as authorized by law] to the credit of the appropriation charged with the cost of making the reproductions."

Page 6.- The original wording may be interpreted as being restrictive. It is understood that only the bureaus indicated are at this time interested in the sale of reproductions; it is entirely possible that occasions will arise which will make it desirable for other branches of the Department to take advantage of the authorization provided by the legislation. To provide for such a contingency without the necessity of amending the order as approved by the Secretary, the change proposed is considered desirable.

Page 8.- The permanent Appropriations Repeal Act provides in part:

"That donations, quasi-public and unearned moneys carried in official checking accounts of disbursing officers * * * administered by officers of the United States by virtue of their official capacity, shall be deposited similarly (i.e., as Patent Office fees, unearned moneys, lands, re-entry permit fees, naturalization fees and registry fees) into the Treasury as trust funds and are hereby appropriated and made available for disbursement under the terms of

> the trust. * * * All Acts or parts of Acts inconsistent or in conflict with the provisions of Sections 725 to 725z of this title are hereby repealed to the extent of such inconsistency or conflict."

While the amounts received from the sale of reproductions do not constitute "trust funds" in the usually accepted sense no other form of deposit account is legislatively recognized and it is therefore necessary to deposit these receipts to trust fund accounts or direct to the appropriations charged with the cost of preparing the reproductions. Under the circumstances the phrase "or other accounts as authorized by law" is actually meaningless and for the benefit of clarity and mutual understanding should be eliminated.

Revised drafts of pages 6 and 8 have been prepared and are attached.

Sincerely,

Assistant Director of Finance.

Enclosure.

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 29, 1938

The Honorable,

The Secretary of Agriculture.

Dear Mr. Secretary:

In accordance with your memorandum of March 8 establishing a committee to recommend procedures, practices, and policies to be followed under the authority granted in Section 387 of the Agricultural Adjustment Act of 1938, the committee is pleased to submit the attached report, in quintuplicate, containing its recommendations.

The committee submitted tentative drafts of this report to all Bureaus and Offices, and received numerous suggestions, all of which were considered in preparing the report.

There is also attached for your consideration, a draft, in quintuplicate, of a proposed numbered memorandum to the Bureaus and Offices, setting forth the policies, prices, and procedures to be followed in making effective the provisions of this Act, providing the report of the committee is acceptable. Along with this latter memorandum is a copy of a proposed Departmental Regulation.

Sincerely yours,

F. J. Sette.

F. J. Sette,
Chairman, Photographic Sales Committee.

Attachments.

The Secretary of Agriculture.

In accordance with your request of March 2 establishing a committee to recommend procedures, practices, and policies to be followed under the authority granted in Section 207 of the Agricultural Adjustment Act of 1938, the committee is pleased to submit the attached report, in quintuplicate, containing the recommendations.

The committee submitted tentative drafts of this report to all bureaus and offices, and received numerous suggestions, all of which were considered in preparing the report.

There is also attached for your consideration, a draft, in quintuplicate, of a proposed numbered memorandum to the Bureau and Office, setting forth the policies, prices, and procedures to be followed in making effective the provisions of this Act, providing the report of the committee is

Chiefs of Bureaus

June 30, 1939.

AMENDMENTS TO MEMORANDUM NO. 755, Amendment No. 1

Certain provisions of Memorandum No. 755 dated May 11, 1938, are amended as follows:

Page 1, Paragraph 3, changed to read:

"At estimated cost to farmers; Federal, State, and local governmental agencies; and educational institutions, in accordance with Section 387 supra."

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Please return to the Secretary's Desk

Pages 4, 5 and 6, "Prices for Aerial Photographic Reproductions" changed to read:

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS

Single or double weight paper not ferrotyped
All contact prints and enlargements unmounted and all except 7x9, 9x9, or 10x10 untrimmed

I. Contact Prints.

The prices for contact prints of various sizes are set forth below.
The size in each case refers to the approximate size of the negative.
Contact prints trimmed if specified.

Quantity	Farmers, governmental agencies, etc.	Others
	7 x 9 or 9 x 9 inches	
1-5	$0.50	$0.65
6-100	.30	.40
Over 100	.20	.30

For water-proof (low-shrink) paper, add $0.10 per print.

	10 x 10 inches	
1-5	$0.55	$0.70
6-100	.35	.50
Over 100	.25	.35

For water-proof (low-shrink) paper, add $0.10 per print.

Quantity	Farmers, governmental agencies, etc.	Others
	16 x 20 inches	
1-100	$1.00	$1.35
Over 100	.75	1.00
	20 x 24 inches	
1-100	$1.30	$1.70
Over 100	1.00	1.35
	24 x 30 inches	
1-100	$1.75	$2.30
Over 100	1.50	2.00

II. Enlargements.

The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered.
Enlargement factors must be furnished with each order.

	11 x 14 inches	
1-5	$ .75	$1.00
6-100	.50	.65
Over 100	.35	.50
	16 x 20 inches	
1-5	$1.00	$1.35
6-100	.75	1.00
Over 100	.50	.65

Quantity	Farmers, governmental agencies, etc.	Others
	20 x 24; 20-1/2 x 26; 22 x 27 inches	
1-5	$1.50	$2.00
6-100	1.10	1.40
Over 100	.85	1.10
	25 x 25; 27 x 28 inches	
1-5	$1.75	$2.35
6-100	1.25	1.65
Over 100	1.00	1.35
	24 x 30; 28 x 34 inches	
1-5	$2.50	$3.30
6-100	1.75	2.35
Over 100	1.50	2.00
	34 x 40; 40 x 40 inches	
1-5	$4.00	$5.35
6-100	3.00	4.00
Over 100	2.50	3.30

III. Direct Copy Negatives (cut film)

	8 x 10 inches	
1-5	$1.25	$2.00
6-100	1.00	1.50
Over 100	.75	1.00

Page 6 "Other Photographic Reproductions", line 2 of second paragraph, delete words "Bureau of Public Roads".

Page 9, delete first paragraph and insert the following paragraph:

> "Collections in advance will not be required from governmental agencies when such action is necessary due to legislative requirements which prohibit advance payment by the ordering agencies, as outlined in Budget and Finance Memorandum No. 127, October 11, 1938."

The above amendments are effective immediately with the exception of price changes which are effective August 1, 1939. The present price schedule for "Aerial Photographic Reproductions" is to remain effective until July 31, 1939. The change in prices becomes effective August 1, 1939 and will remain in effect until June 30, 1940. The present price schedule for "Other Photographic Reproductions" is continued until June 30, 1940.

H A Wallace

Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 29, 1939

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Photographic Sales Committee recommends the following amendments to Memorandum No. 755, entitled "Sale of Reproductions of Aerial or Other Photographs, Mosaics and Maps", to be effective immediately with the exception of changes in prices which are to be effective August 1, 1939.

Some difficulty has been experienced during the past year with the interpretation of paragraph 3, page 1 of said Memorandum with respect to the definition of cooperators or cooperating agencies. This particular item was inserted at the request of one of the Bureaus, but in view of the difficulty experienced, the Bureau now withdraws its request. It is recommended that said paragraph read:

> "At estimated cost to farmers; Federal, State, and local governmental agencies; and educational institutions, in accordance with Section 387 supra."

Substantial reductions in the prices to be charged for aerial reproductions have been recommended to the Committee because of lowered costs of production in the aerial photographic laboratories.

No changes have been recommended in the prices of "Other than Aerial Photographic Reproductions".

The Committee recommends that the revised prices shown in the proposed Amendment to Memorandum No. 755 be approved.

Very sincerely yours,

F. J. Sette

F. J. Sette
Chairman
Photographic Sales Committee

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 7, 1940.

FILED
MAY 14 1940
Please return to the Secretary's File Room

MEMORANDUM NO. 755 (Revised)

Sale of Reproductions of Aerial or Other Photographs, Mosaics and Maps

Section 387 of Public No. 430, 75th Congress. The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.

Pursuant to the above, the following policies, prices, and procedures are established in connection with the disposition of reproductions by Bureaus and Offices of the Department:

Bureaus and Offices may furnish reproductions:

1. Free to newspapers, magazines, publishers, and cooperators in accordance with provisions of existing law, with the understanding that the recipient shall use the reproductions in the public interest and in accordance with regulations.

2. To federal agencies in accordance with provisions of Section 601, 47 Stat. 417, June 30, 1932.

Illustrations 2-7

3. At estimated cost to farmers, governmental agencies, and to persons other than farmers, in accordance with Section 387 supra.

Bureaus and Offices may:

1. Enter into contracts with commercial firms for supplying photographic reproductions to governmental agencies and others.

2. Make other disposition of photographic reproductions under any other provisions of existing law.

Bureaus and Offices are not obligated to furnish reproductions, but may use discretion in order that the best interests of the Government are safeguarded. Such orders should be accepted only when the work will not interfere with the regular activities of the Bureau or Office concerned. Reproductions shall not be furnished without the approval of the Solicitor when it is known that the reproductions are to be used in suits against the Government.

Loan of Aerial Photographic Film Negatives and Reproductions:

1. Aerial photographic film negatives will not be lent to Federal agencies outside of the locality in which such film negatives are stored except when needed for national defense purposes, and for the use of Federal agencies regularly engaged in aerial photographic and mapping work who exchange negatives with the Department. Film negatives may be lent with the approval of the Secretary to Federal agencies in emergencies. Agencies which have contributed to the original cost of aerial photography, having cooperative agreements signed by the Secretary providing for loan of such aerial film negatives, are exempted from these provisions.

2. Reproductions if available may be lent to other governmental agencies provided that the loan of such reproductions can be made without interfering with the regular work of the Department.

Bureaus and Offices shall not furnish reproductions:

1. When it is known that they are for showing in advertising or otherwise, either directly or by

implication, that the Department endorses any commercial product.

2. Showing fortifications, military or naval defenses, or other restricted areas.

3. Made from photographic materials of other governmental agencies unless these agencies approve and authorize such use, and provided such materials have been obtained by the Department of Agriculture in connection with its authorized work.

4. Of aerial photographs directly to purchasers outside of the United States.

The Photographic Sales Committee has been established for the purpose of considering problems that may arise from time to time. Prices for photographic reproductions, including mosaics, not listed in the schedule will be determined by the Bureaus and Offices concerned, and will be sent to the Chairman of the Committee for his information. When deemed necessary, prices for such unlisted items will be established by the Committee.

Prices for material will be revised periodically on the basis of cumulative records of the cost of filling orders. In determining such costs, the Bureaus and Offices will take into consideration the following factors:

1. Laboratory Costs

   a. Labor

      All direct labor or processing, including checking of film and materials, packing, etc.

   b. Expendable supplies including paper, chemicals, power, spoilage, gas, water, etc.

   c. Administrative expenses.

   d. Supervision clerical, accounting, and communications.

   e. Equipment

      Physical depreciation and maintenance

   f. Other laboratory costs

2. Other than laboratory costs

   a. Receiving and handling orders within the Department.

   b. Collecting and handling funds.

The following schedule of prices must be used by Bureaus and Offices which wish to take advantage of the provisions of Section 387 supra.

Aerial photographic reproductions may be furnished by the Agricultural Adjustment Administration, Forest Service, and Soil Conservation Service.

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS
Single or double weight paper not ferrotyped.
All contact prints and enlargements unmounted; and all except 7x9, 9x9, 10x10, or 10x12 untrimmed.
(County coverage shall be defined as coverage of an entire county or of such part of a county contained within a certain project. Such coverage may be either stereoscopic or non-stereoscopic, but must be specified in the order.)

I. Contact Prints

The prices for contact prints of various sizes are set forth below.
The size in each case refers to the approximate size of the negative.
Contact prints trimmed if specified.

Quantity	Price Each
7x9 or 9x9 inches	
1-5	$0.50
6-100	.25
Over 100	.20
County coverage	.15

For water-proof (low-shrink) paper, add $0.10 per print.

10x10 or 10x12 inches	
1-5	$0.55
6-100	.35
Over 100	.25
County coverage	.20

For water-proof (low-shrink) paper, add $0.10 per print.

Quantity	Price Each
16x20 or 20x24 inches	
Any number	$0.75
24x30 inches	
1-5	$1.00
Over 5	.75

II. Enlargements

The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered. Enlargement factors must be furnished with each order.

Quantity	Price Each
11x14 inches	
1-5	$0.75
6-100	.35
Over 100	.25
16x20 inches	
1-5	$0.90
6-100	.55
Over 100	.45
20x24, 20½x26, 22x27, 25x25, or 27x28 inches	
1-5	$1.25
6-100	1.00
Over 100	.75
County coverage	.65

Quantity	Price Each
24x30 or 28x34 inches	
1-5	$2.00
6-100	1.50
Over 100	1.25
34x40 or 40x40 inches	
1-5	$4.00
6-100	2.50
Over 100	2.00

III. Direct Copy Negatives (cut film).

Quantity	Price Each
From 7x9, 9x9, or 10x10 inch negatives	
1-5	$1.25
6-100	.75
Over 100	.60

PRICES FOR OTHER PHOTOGRAPHIC REPRODUCTIONS
Minimum charge 25¢ per order except where noted
Reproductions of tracings of farm surveys
minimum charge 50¢
All sizes are approximate

CLASS OF WORK	UNIT	PRICE
Blackline	Sq.Ft. paper used	$ .04
Blueprint	" " " "	.03
Blueline	" " " "	.04
Ozalid	" " " "	.04
Brownprint (Paper Negative)	" " " "	.10
Brownline Prints	" " " "	.07
Brownline Prints (Thin)	" " " "	.10

CLASS OF WORK	UNIT	PRICE
Photostat		
Sq.Ft. in Single Order		
Up to 1,000		$ .16
1,000 to 5,000		.12
Over 5,000		.08
Solar Bromide	Sq.Ft. paper used	.12
Wet Plate	" "	.75)minimum chg.
Line Film, less than 100 Sq.Ft.	" "	.75
100 to 199 Sq. Ft.	" "	.65
200 or over	" "	.55
Multilith Plates		
10"x14", less than 100	Each	.75
100 to 199	"	.65
200 or over	"	.55
11"x17", less than 100	"	1.00
100 to 199	"	.85
200 or over	"	.75
15"x20"	"	1.25
Halftone (Additional to line film prices)	Sq.Ft.	.75
Mounting Maps		
Cloth Plain	" "	.05
Cloth Folded	" "	.13
Wallboard (Includes tape)	" "	.18
Cardboard (Includes tape)	" "	.18
Above in color - Extra	" "	.05
Mounting Enlargements		
Wallboard (Includes tape)	" "	.13
Cardboard (Includes tape)	" "	.13
Cloth (See Enlargements)		
Copy Negatives (From positive prints)		
4"x5"	Each	.40
5"x7", 6½"x8½"	"	.50
8"x10"	"	.80
10"x12"	"	1.10
11"x14"	"	1.50
Mounting Prints (9½"x12")		
Cardmount furnished	"	.08
Lantern Slides (uncolored)	"	.50
Tracing Linen Reproduction	Sq.Ft.	.60
Transparencies	" "	1.60
Binding Kodachrome Slides	Each	.15
Photo Prints		
Miniature, In Strips	"	.02
Miniature, Separately	"	.04
3¼"x5½", 4"x6" or smaller	"	.10

CLASS OF WORK	UNIT	PRICE	
Photo Prints (contd.)			
5"x7"	Each	$ .15	
Over 10 from the same negative	"	.12	
6½"x8½"	"	.20	
Over 10 from the same negative	"	.16	
8"x10", 7"x11"	"	.30	
Over 10 from the same negative	"	.25	
10"x12"	"	.35	
11"x14"	"	.40	
White Border, Extra	"	.05	
Larger than 11"x14" same as Enlargements Prices			
Enlargements	Black & White		Sepia
4"x5", 3¼"x5¼" or smaller	"	$ .15	$ .25
5"x7"	"	.20	.30
6½"x8½", 7"x9"	"	.30	.45
8"x10"	"	.35	.55
10"x12" (Mounted on Cloth)	"	.50	.75
11"x14" " " "	"	.60	.90
12"x15" " " "	"	.75	1.05
14"x17" " " "	"	1.00	1.40
16"x20" " " "	"	1.25	1.75
20"x24" " " "	"	1.75	2.25
Larger than 20"x24"	Sq.Ft.	.50	.65
Reductions			
From 5"x7" or smaller neg.	Each	.45	
7"x9", 6½"x8½"	"	.50	
8"x10", 7"x11"	"	.50	
Motion Picture Film (stock shots)	Linear Ft.	1.00	

MAPS

Maps published by the various bureaus will be sold at prices determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.

Procedure for Handling Orders

Inasmuch as the laboratories making reproductions are operated by separate bureaus, each bureau will follow its own procedure.

Orders and inquiries without bureau identification will be cleared through (a) the Office of Plant and Operations in the case of aerial reproductions, or (b) the Office of Information in the case of other than aerial reproductions. These offices will ascertain which bureau owns the photographic material from which reproductions are desired and will forward the orders.

Each bureau or office will originate and prepare its own order blank forms. Unless otherwise deemed advisable by the individual bureau, all order blank forms should state that checks, money orders, and drafts be made payable to the Treasurer of the United States.

Collections, Transfers, and Refunds:

The following procedure shall govern in securing collections, handling transfers, and making refunds:

Collections

a. Standard Form 1080 will be used in securing collections from Federal agencies.

b. Collections in advance will not be required from governmental agencies where legislative requirements prohibit advance payment by the ordering agencies. In such cases, procedure outlined in Budget and Finance Memorandum No. 127, October 11, 1938 should be followed.

c. All other collections should be made prior to delivery of the materials and deposited in a trust fund receipt account, or to the credit of the appropriation charged with the cost of making the reproductions.

Transfers

Adjustments between the receipt account and the appropriation charged with the reproduction cost and/or for transfer to a trust fund appropriation account for refund should be cleared through the Division of Accounts, Office of Budget and Finance.

Refunds

Standard Form 1048, Public Voucher for Refunds, should be used in effecting refunds.

The attention of the bureaus is called to the fact that refunds cannot be made from appropriations. Section 3142, paragraph 3 of the Fiscal Regulations relating to the bonding of employees handling cash and negotiable instruments will apply in connection with the handling of receipts.

The above policies, procedures, and price schedules shall become effective July 1, 1940, and will remain in effect until further notice.

H A Wallace

Secretary.

Req. 3558

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 10, 1945

MEMORANDUM NO. 755 (Revision No. 2)

Sale of Reproductions of Aerial or Other Photographs, Mosaics, and Maps

Section 387 of the Act of February 16, 1938, provides as follows: "The Secretary may furnish reproductions of such aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of furnishing such reproductions) as the Secretary may determine, the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law."

Pursuant to the above, the following policies, prices, and procedures are established in connection with the disposition of reproductions by bureaus and offices of the Department:

Bureaus and offices may furnish photographic reproductions:

1. Free to newspapers, magazines, publishers, and cooperators in accordance with provisions of existing law, with the understanding that the recipient shall use the reproductions in the public interest and in accordance with regulations.

2. To Federal agencies in accordance with provisions of Section 601 of the Economy Act of June 30, 1932, 47 Stat., 417.

3. At estimated cost to farmers, governmental agencies, and to persons other than farmers, in accordance with Section 387, supra.

Bureaus and offices may:

1. Enter into contracts with commercial firms for supplying photographic reproductions to governmental agencies and others.

ILLUSTRATIONS 2-4

Pursuant to the above, the following policies, prices, and procedures are established in connection with the disposition of reproductions by bureaus and offices of the Department:

Bureaus and offices may furnish photographic reproductions:

1. Free to cooperators, negatives, publishers, and cooperators in accordance with provisions of existing law, with the understanding that the recipient shall use the reproductions in the public interest and in accordance with regulations.

2. To Federal agencies in accordance with provisions of Section 601 of the Economy Act of June 30, 1932, 47 Stat., 417.

3. At estimated cost to farmers, governmental agencies, and to persons other than farmers, in accordance with Section 397, supra.

1. Photographic reproductions to governmental agencies and others.

2. Make other disposition of photographic reproductions under any other provisions of existing law.

Bureaus and offices are not obligated to furnish reproductions, but may use discretion in order that the best interests of the Government are safeguarded. Such orders should be accepted only when the work will not interfere with the regular activities of the bureau or office concerned. Reproductions shall not be furnished without the approval of the Solicitor when it is known that the reproductions are to be used in suits against the Government.

Aerial photographic reproductions may be furnished by the Production and Marketing Administration, Forest Service, and Soil Conservation Service.

Loan of aerial photographic film negatives and reproductions:

1. Aerial photographic film negatives will not be loaned to Federal agencies outside of the locality in which such film negatives are stored except when needed for national defense purposes, and for the use of Federal agencies regularly engaged in aerial photographic and mapping work who exchange negatives with the Department. Film negatives may be loaned to Federal agencies in emergencies. Governmental agencies which have contributed to the original cost of aerial photography and which have agreements with the Department for the loan of such aerial film negatives, are exempted from these provisions.

2. Reproductions if available may be loaned to other governmental agencies provided that the loan of such reproductions can be made without interfering with the regular work of the Department.

Bureaus and offices shall not furnish reproductions:

1. When it is known that they are to be used for the purpose of showing in advertising or otherwise, either directly or by implication, that the Department endorses any commercial product.

2. Showing fortifications, military or naval installations, or classified areas, to other than Federal agencies, until approval is secured from the commanding officer of the appropriate Defense or Service Command of the United States Army having military jurisdiction over the area involved.

1. Aerial photographic film negatives will not be loaned to Federal agencies outside of the locality in which such film negatives, and for the use of Federal agencies regularly engaged with the Department. Film negatives may be loaned to Federal agencies in emergencies. Governmental agencies [illegible] and which have agreements with the Department for the loan of such aerial film negatives, are exempted from these provisions.

2. Reproductions if available may be loaned to other governmental agencies provided that the loan of such reproductions can be made without interfering with the regular work of the Department.

3. Made from photographic materials of other Federal agencies unless these agencies approve and authorize such use, and provided such materials have been obtained by the Department of Agriculture in connection with its own authorized work.

4. Of aerial photographs to purchasers outside ~~of~~ the United States.

The Photographic Sales Committee was established by the Secretary on March 5, 1938 to help insure uniformity in procedures, practices, and policies. Prices for all photographic and mosaic reproductions not listed in the schedule will be determined by the bureaus and offices concerned, and will be sent to the Chairman of the Photographic Sales Committee for the information of the Committee. When deemed advisable, prices for such unlisted items will be established by the Committee.

Prices for photographic reproductions will be revised periodically on the basis of cumulative records of the cost of filling orders. In determining such costs the following factors will be included:

1. Laboratory Costs

   a. Labor
      All direct labor or processing, including checking of film and materials, packing, etc.

   b. Expendable supplies including paper, chemicals, power, spoilage, gas, water, etc.

   c. Administrative expenses

   d. Supervision, clerical, accounting, and communications.

   e. Equipment
      Physical depreciation and maintenance

   f. Other laboratory costs

2. Other than laboratory costs

   a. Receiving and handling orders within the Department

   b. Collecting and handling funds

   c. Transportation costs

The attached schedule of prices must be used by bureaus and offices which wish to take advantage of the provisions of Section 387, supra.

Procedure for Handling Orders

Orders and inquiries without bureau identification will be cleared through (a) the Office of Plant and Operations in the case of aerial reproductions, or (b) the Office of Information in the case of other than aerial reproductions. These offices will ascertain which bureau owns the photographic material from which reproductions are desired and will forward the orders.

Collections, Transfers, and Refunds:

The following procedure shall govern in securing collections, handling transfers, and making refunds:

Collections

a. Standard Form 1080 will be used in securing collections from Federal agencies.

b. Collections in advance will not be required from non-Federal agencies where legislative requirements prohibit advance payment by the ordering agencies. In such cases, procedure outlined in Budget and Finance Memorandum No. 127, October 11, 1938 should be followed.

c. All other collections should be made prior to delivery of the materials and deposited in a trust fund receipt account, or to the credit of the appropriation charged with the cost of making the reproductions.

Transfers

Adjustments between the receipt account and the appropriation charged with the reproduction cost and/or for transfer to a trust fund appropriation account for refund should be cleared through the Division of Accounting, Office of Budget and Finance.

Refunds

Standard Form 1048, Public Voucher for Refunds, should be used in effecting refunds.

The attention of the bureaus is called to the fact that refunds cannot be made from appropriations. Provisions of Regulation 3142 relating to the bonding of employees handling cash and negotiable instruments will apply in connection with the handling of receipts.

J. B. Stetson

Attachments-2

Acting Secretary

c. All other outlines should be made prior to delivery of or to the result of the copyrighting through with the work

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS

Single or double weight paper not ferrotyped; (double weight, semi-matte furnished unless otherwise specified). All contact prints and enlargements unmounted; and all except 7x9, 9x9, 10x10, or 10x12 untrimmed.

(County coverage shall be defined as coverage of an entire county or of such part of a county contained within a certain aerial photographic project. Such coverage may be either stereoscopic or non-stereoscopic, but must be specified in the order.)

I. Contact prints

The prices for contact prints of various sizes are set forth below. The size in each case refers to the approximate size of the negative. Contact prints trimmed if specified.

Quantity	Price Each
7x9 or 9x9 inches	
1-5	$0.60
6-100	.35
Over 100	.30
County coverage	.25
For waterproof (low-shrink) paper, add $0.10 per print	
10x10 or 10x12 inches	
1-5	$0.80
6-100	.45
Over 100	.30
County coverage	.25
For waterproof (low-shrink) paper, add $0.10 per print	
Aerial Photo-Indices	
Any number, at	$0.90 each

II. Enlargements (Projection prints)

The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered. Enlargement factors must be furnished with each order.

Quantity	Price Each
11x14 inches, 14x14 inches	
1-5	$1.00
6-100	.60
Over 100	.50
County coverage	.45

Prices for Aerial Photographic Reproductions (continued)

Quantity	Price Each
16x20 inches	
1-5	$1.15
6-100	.70
Over 100	.60
20x24, 20½x26, 22x27 25x25, or 27x28 inches	
1-5	$1.75
6-100	1.25
Over 100	1.00
County coverage	.85
28x34, 34x40, or 40x40 inches	
1-5	$4.60
6-100	2.90
Over 100	2.30

PRICES FOR PHOTOGRAPHIC REPRODUCTIONS
(Other than Aerial Photographs)

Minimum charge 25 cents per order except where noted. Reproductions of tracings of farm surveys minimum charge 50 cents. All sizes are approximate.

Class of Work	Unit	Price
Ozalid (blackline or blueline)	Sq.Ft. paper used	$ .05
Regular blueprint	" " " "	.04
Regular blueline	" " " "	.05
Van Dyke negative	" " " "	.12
Van Dyke print, regular	" " " "	.08
Van Dyke print, thin	" " " "	.12
Photostat (sq.ft. in single order)		
500 sq. ft., or less	" " " "	.19
501 to 1,500	" " " "	.14
Over 1,500	" " " "	.09
Solar bromide	" " " "	.18

	Unit	Price	
Copy negatives (film) continuous tone or line		Black and White Copy	Color Copy
4"x5"	Each	$ .50	$ .60
5"x7"	"	.60	.70
6½"x8½"	"	.70	.80
8"x10"	"	.80	.95
10"x12"	"	.90	1.30
11"x14"	"	1.15	1.75
14"x17"	"	1.60	2.05
16"x20"	"	1.90	2.35
20"x24"	"	2.60	3.50

	Unit	Price
Film positives (not including negative)		
8"x10"	Each	$ .90
12"x16"	"	1.15
16"x20"	"	1.45
20"x24"	"	2.05
24"x30"	"	2.60
Larger	Sq.Ft.film used	.90
Tracing linen reproduction	" " linen "	.70
Mounting		
Maps		
Cloth, plain	Sq. Ft.	.08
Cloth, folded	" "	.18
Wallboard (includes tape)	" "	.23
Cardboard (includes tape)	" "	.20

Prices for Photographic Reproductions (Other than aerial photographs) (Cont.)

Class of Work	Unit	Price
Photographs		
Cardmount 9½"x12" or less	Sq.Ft.	$ .09
Wallboard	" "	.23
Cardboard	" "	.20
Cloth	" "	.08
Lantern slides (bound or unbound)	Each	.70
Binding Kodachrome slides	"	.18
Contact prints		
Miniature in strips	"	.03
Miniature separately	"	.05
4"x6" or smaller	"	.20
5"x7"	"	.25
6½"x8½"	"	.30
8"x10", 7"x11"	"	.35
10"x12"	"	.40
11"x14"	"	.45
Larger than 11"x14" - See Enlargement price		

Enlargements		Black and White		Sepia	
5"x7" or smaller	Each	$ .25		$ .35	
6½"x8½", 7"x9"	"	.35		.50	
8"x10", 8"x10½"	"	.40		.65	
10"x12"	"	.50		.70	
11"x14"	"	.65		1.00	
12"x15"	"	.80		1.15	
14"x17"	"	1.05		1.50	
16"x20"	"	1.35		1.90	
20"x24"	"	1.85		2.45	
24"x30"		2.60	each	.60	sq.ft.
30"x30"		4.45	"	.60	" "
40"x40"		5.25	"	.60	" "
Larger		.50	sq.ft.	.70	" "

Reductions		
From 5"x7" or smaller negative	Each	.55
7"x9", 6½"x8½"	"	.60
8"x10", 7"x11"	"	.60
Multilith plate (without negative)		
10"x14"	"	1.15
Multilith prints		
First 100		1.15
Additional 100's		.60
Developing roll film	"	.20
Developing film packs	"	.30

MAPS. Maps published by the various bureaus will be sold at prices determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.

Req. 4004

FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

PLEA[illegible] TO
SECR[illegible]ECORDS
U. S. D. A.

July 1, 1946

MEMORANDUM NO. 755, REVISION 2, SUPPLEMENT 1

Sale of Reproductions of Aerial or Other Photographs, Mosaics, and Maps

The provisions of the Federal Employees Pay Act of 1946 will necessitate an upward revision of the price schedules for the sale of reproductions of aerial and other photographs, mosaics, and maps obtained in connection with the authorized work of the Department, as authorized under Section 387 of the Act of February 16, 1938. Accordingly, the attached schedules of prices are prescribed and are effective immediately. These supersede the schedules attached to Memorandum No. 755, Revision 2, of September 10, 1945.

Secretary

Attachments-2

ILLUSTRATIONS 2-4

PRICES FOR PHOTOGRAPHIC REPRODUCTIONS
(Other than Aerial Photographs)
(Effective July 1, 1946)

The prices listed below are effective until further notice. The prices given are for items most generally requested. Prices for other available items will be furnished upon request.

Minimum charge 25 cents per order except where noted. Reproductions of tracings of farm surveys minimum charge 50 cents. All sizes are approximate.

Class of Work	Unit	Price
Ozalid (blackline or blueline)	Sq. Ft. paper used	$ .06
Regular blueprint	" " " "	.05
Regular Blueline	" " " "	.06
Van Dyke negative	" " " "	.13
Van Dyke print, regular	" " " "	.09
Van Dyke print, thin	" " " "	.13
Photostat (sq. ft. in single order)		
500 sq. ft., or less	" " " "	.22
501 to 1,500	" " " "	.15
Over 1,500	" " " "	.10
Solar bromide	" " " "	.20

Copy negatives (film) continuous tone or line	Unit	Price Black and White Copy	Price Color Copy
4"x5"	Each	$ .55	$ .65
5"x7"	"	.65	.75
6½"x8½"	"	.75	.90
8"x10"	"	.90	1.05
10"x12"	"	1.00	1.45
11"x14"	"	1.25	1.95
14"x17"	"	1.75	2.25
16"x20"	"	2.10	2.60
20"x24"	"	2.85	3.85

	Unit	Price
Film positives (not including negative)		
8"x10"	Each	$ 1.00
12"x16"	"	1.25
16"x20"	"	1.60
20"x24"	"	2.25
24"x30"	"	2.85
Larger	Sq. Ft. film used	1.00
Tracing linen reproduction	" " linen "	.75
Mounting		
Maps		
Cloth, plain	Sq. Ft.	.09
Cloth, folded	" "	.20
Wallboard (includes tape)	" "	.25
Cardboard (includes tape)	" "	.22

[illegible]
(Effective July 1, 1944)

The prices listed below are effective until further notice. The prices given are for items most generally required. Prices for other available items will be furnished upon request.

Minimum charge 25 cents per order except where noted. Approximations of prices of face surveys minimum charge 50 cents. All sizes are approximate.

Class of Work	Unit	Price
Small (planetize or mimeo)	25 p. 15 pages used	$ .75
" " " "	" " "	.75
Regular blueprint	" " "	.25
Regular bluelike	" " "	.25
Van Dyke negative	" " "	.15
Van Dyke prints, regular	" " "	.25
Van Dyke prints, rush	" " "	.15
Thickness (up to 7/8 in single order)		
400 sq. ft., or less	" " "	.75
401 to 1,000	" " "	.75
Over 1,000	" " "	.50
Solar Duplex	" " "	.25

Type of Copying (film) Positives from or like	Unit	Price Black and White	Color Copy
"Ko"	Each	$ .65	$ .85
"Ja"	"	.65	.75
"Ma"	"	.75	.85
"Ki"	"	.75	1.00
"Ti"	"	1.00	1.25
"Ni"	"	1.00	1.25
"Ai"	"	1.25	1.50
"Yi"	"	1.75	2.00
"Ro"	"	2.10	2.50
"Ka"	"	1.85	2.25

Film positives (not insulating materials)	Unit	Price
"Ki"	Each	$ 1.00
"Ki"	"	1.25
"Ko"	"	1.50
"Ma"	"	2.00
"Ki"	"	1.50
"Ki"	"	1.50
Larger	25 p. film used	1.00
Erasing Linen reproduction	" linen "	.75
Opening		
Open		
Cloth, plain	25 p.	.50
Cloth, ruled	" "	.75
Vellumed (finished type)	" "	.75
Cardboard (backing type)	" "	.50

Prices for Photographic Reproductions (Other than aerial photographs) (Cont.)

Class of Work	Unit	Price
Photographs		
Cardmount 9½"x12" or less	Sq. Ft.	$ .10
Wallboard	" "	.25
Cardboard	" "	.22
Cloth	" "	.09
Lantern slides (bound or unbound)	Each	.75
Binding Kodachrome slides	"	.20
Contact prints		
Miniature in strips	"	.04
Miniature separately	"	.06
4"x6" or smaller	"	.25
5"x7"	"	.30
6½"x8½"	"	.35
8"x10", 7"x11"	"	.40
10"x12"	"	.45
11"x14"	"	.50
Larger than 11"x14" - See Enlargement price		

Enlargements		Black and White	Sepia
5"x7" or smaller	Each	$ .30	$ .40
6½"x8½", 7"x9"	"	.40	.55
8"x10", 8"x10½"	"	.45	.70
10"x12"	"	.55	.75
11"x14"	"	.70	1.10
12"x15"	"	.90	1.25
14"x17"	"	1.15	1.65
16"x20"	"	1.50	2.10
20"x24"	"	2.05	2.70
24"x30"		2.85 each	.65 sq. ft.
30"x30"		4.90 "	.65 " "
40"x40"		5.80 "	.65 " "
Larger		.55 sq. ft.	.75 " "

Reductions		
From 5"x7" or smaller negative	Each	.60
7"x9", 6½"x8½"	"	.65
8"x10", 7"x11"	"	.65
Multilith plate (without negative)		
10"x14"	"	1.25
Multilith prints		
First 100		1.25
Additional 100's		.65
Developing roll film	"	.25
Developing film packs	"	.35

MAPS. Maps published by the various bureaus will be sold at prices determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.

		.20
		.80
		.85
		.70
		.75
		1.20
		1.85
		.25
		.31

Note. Many published top line various purposes will in some as prices
published by the Individual Company. Indices in case cannot be quoted
because of the wide variation in the cause of wear.

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS
(Effective July 1, 1948)

The prices listed below are effective until further notice. The prices given are for items most generally requested. Prices for other available items will be furnished upon request.

Single or double weight paper not ferrotyped; (double weight, semi-matte furnished unless otherwise specified). All contact prints and enlargements unmounted; and all except 7x9, 9x9, and 10x10, untrimmed.

(County coverage shall be defined as coverage of an entire county or of such part of a county contained within a certain aerial photographic project. Such coverage may be either stereoscopic or non-stereoscopic, but must be specified in the order.

I. Contact prints
The prices for contact prints of various sizes are set forth below. The size in each case refers to the approximate size of the negative. Contact prints trimmed if specified.

7x9 or 9x9 inches

Quantity	Price each
1-5	$0.65
6-100	.40
Over 100	.35
County coverage	.30

10x10 inches

Quantity	Price each
1-5	$ .90
6-100	.60
Over 100	.35
County coverage	.80

For waterproof (low shrink) paper, add $0.10 per print

AERIAL PHOTO-INDICES

Any number (per sheet) $1.00 each

II. Enlargements (Projection prints)
The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered. Enlargement factors must be furnished with each order.

11x14 or 14x14 inches

Quantity	Price each
1-5	$1.10
6-100	.65
Over 100	.55
County coverage	.50

20x24, 20½x26, 22x27 25x25, or 27x28 inches

Quantity	Price each
1-5	$1.90
6-100	1.40
Over 100	1.10
County coverage	.95

18x20 inches

Quantity	Price each
1-5	$1.25
6-100	.75
Over 100	.65
County coverage	.55

28x34, 34x40, or 40x40 inches

Quantity	Price each
1-5	$4.60
6-100	2.90
Over 100	2.30
County coverage	2.00

Files:

The enclosed should be attached to the orig. 2 Secy's. Mems 755, Rev 2, Sup. 1.

L.

7/9/46

Patterson,

This is the attachment for Sec. Memo No. 705, Rev. 2, Sup. 1.

N.F. 3321

PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS
(Effective July 1, 1946)

The prices listed below are effective until further notice. The prices given are for items most generally requested. Prices for other available items will be furnished upon request.

Single or double weight paper not ferrotyped; (double weight, semi-matte furnished unless otherwise specified). All contact prints and enlargements unmounted; and all except 7x9, 9x9, and 10x10, untrimmed.

(County coverage shall be defined as coverage of an entire county or of such part of a county contained within a certain aerial photographic project. Such coverage may be either stereoscopic or non-stereoscopic, but must be specified in the order.

I. Contact prints
The prices for contact prints of various sizes are set forth below. The size in each case refers to the approximate size of the negative. Contact prints trimmed if specified.

7x9 or 9x9 inches

Quantity	Price each
1-5	$0.65
6-100	.40
Over 100	.35
County coverage	.30

10x10 inches

Quantity	Price each
1-5	$ .90
6-100	.50
Over 100	.35
County coverage	.30

For waterproof (low shrink) paper, add $0.10 per print

AERIAL PHOTO-INDICES

Any number (per sheet) $1.00 each

II. Enlargements (Projection prints)
The prices for enlargements of various sizes, made from 7x9 or 9x9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered. Enlargement factors must be furnished with each order.

11x14 or 14x14 inches

Quantity	Price each
1-5	$1.10
6-100	.65
Over 100	.55
County coverage	.50

20x24, 20½x26, 22x27
25x25, or 27x28 inches

Quantity	Price each
1-5	$1.90
6-100	1.40
Over 100	1.10
County coverage	.95

16x20 inches

Quantity	Price each
1-5	$1.25
6-100	.75
Over 100	.65
County coverage	.65

28x34, 34x40, or 40x40 inches

Quantity	Price each
1-5	$4.60
6-100	2.90
Over 100	2.30
County coverage	2.00

PRICES FOR PHOTOGRAPHIC REPRODUCTIONS
(Other than Aerial Photographs)
(Effective July 1, 1946)

The prices listed below are effective until further notice. The prices given are for items most generally requested. Prices for other available items will be furnished upon request.

Minimum charge 25 cents per order except where noted. Reproductions of tracings of farm surveys minimum charge 50 cents. All sizes are approximate.

Class of Work	Unit	Price
Ozalid (blackline or blueline)	Sq. Ft. paper used	$ .06
Regular blueprint	" " " "	.05
Regular Blueline	" " " "	.06
Van Dyke negative	" " " "	.13
Van Dyke print, regular	" " " "	.09
Van Dyke print, thin	" " " "	.13
Photostat (sq. ft. in single order)		
500 sq. ft., or less	" " " "	.22
501 to 1,500	" " " "	.15
Over 1,500	" " " "	.10
Solar bromide	" " " "	.20

Copy negatives (film) continuous tone or line	Unit	Price Black and White Copy	Color Copy
4"x5"	Each	$ .55	$ .65
5"x7"	"	.65	.75
6½"x8½"	"	.75	.90
8"x10"	"	.90	1.05
10"x12"	"	1.00	1.45
11"x14"	"	1.25	1.95
14"x17"	"	1.75	2.25
16"x20"	"	2.10	2.60
20"x24"	"	2.85	3.85

Film positives (not including negative)	Unit	Price
8"x10"	Each	$ 1.00
12"x16"	"	1.25
16"x20"	"	1.60
20"x24"	"	2.25
24"x30"	"	2.85
Larger	Sq. Ft. film used	1.00
Tracing linen reproduction	" " linen "	.75
Mounting		
Maps		
Cloth, plain	Sq. Ft.	.09
Cloth, folded	" "	.20
Wallboard (includes tape)	" "	.25
Cardboard (includes tape)	" "	.22

PRICES FOR PHOTOGRAPHIC REPRODUCTIONS

(Other than Aerial Photographs)

(Effective July 1, 1956)

The prices listed below are effective until further notice. The prices given are for items most generally requested. Prices for other available items will be furnished upon request.

Minimum charge 25 cents per order except where noted. Reproductions of drawings of farm surveys minimum charge 50 cents. All sizes are approximate.

Class of Work	Unit	Price
Ozalid (blackline or blueline)	Sq. Ft. paper used	$ .06
Regular blueprint	" " " "	.05
Regular Dyeline	" " " "	.06
Van Dyke negative	" " " "	.15
Van Dyke print, regular	" " " "	.10
Van Dyke print, thin	" " " "	.15
Photostat (no. 1 in single order)		
500 sq. in., or less	" " "	.25
501 to 1,500	" " "	.15
Over 1,500	" " "	.10
Solar bromide	" " "	.20

Copy negatives (film) continuous tone or line	Unit	Black and White Copy	Color Copy
4"x5"	Each	$ .65	$ .85
5"x7"	"	.85	.75
8½"x8½"	"	.75	.90
8"x10"	"	.90	1.05
10"x12"	"	1.00	1.25
11"x14"	"	1.25	1.65
14"x17"	"	1.75	2.25
16"x20"	"	2.10	2.90
20"x24"	"	2.85	3.85

Film positives (not including negative)	Unit	Price
5"x10"	Each	$ 1.00
12"x15"	"	1.25
15"x20"	"	1.80
20"x24"	"	2.25
24"x30"	"	2.75
Larger	Sq. Ft. film used	1.00
Tracing linen reproduction	" " linen "	.75
Mounting		
Tape		
Cloth, plain	Sq. Ft.	.05
Cloth, folded	" "	.20
Muslboard (includes tape)	" "	.25
Cardboard (includes tape)	" "	.25

Prices for Photographic Reproductions (Other than aerial photographs) (Cont.)

Class of Work	Unit	Price		
Photographs				
Cardmount 9½"x12" or less	Sq. Ft.	$ .10		
Wallboard	" "	.25		
Cardboard	" "	.22		
Cloth	" "	.09		
Lantern slides (bound or unbound)	Each	.75		
Binding Kodachrome slides	"	.20		
Contact prints				
Miniature in strips	"	.04		
Miniature separately	"	.06		
4"x6" or smaller	"	.25		
5"x7"	"	.30		
6½"x8½"	"	.35		
8"x10", 7"x11"	"	.40		
10"x12"	"	.45		
11"x14"	"	.50		
Larger than 11"x14" - See Enlargement price				
Enlargements		Black and White	Sepia	
5"x7" or smaller	Each	$ .30	$ .40	
6½"x8½", 7"x9"	"	.40	.55	
8"x10", 8"x10½"	"	.45	.70	
10"x12"	"	.55	.75	
11"x14"	"	.70	1.10	
12"x15"	"	.90	1.25	
14"x17"	"	1.15	1.65	
16"x20"	"	1.50	2.10	
20"x24"	"	2.05	2.70	
24"x30"		2.85 each	.65 sq. ft.	
30"x30"		4.90 "	.65 " "	
40"x40"		5.80 "	.65 " "	
Larger		.55 sq. ft.	.75 " "	
Reductions				
From 5"x7" or smaller negative	Each	.60		
7"x9", 6½"x8½"	"	.65		
8"x10", 7"x11"	"	.65		
Multilith plate (without negative)				
10"x14"	"	1.25		
Multilith prints				
First 100		1.25		
Additional 100's		.65		
Developing roll film	"	.25		
Developing film packs	"	.35		

MAPS. Maps published by the various bureaus will be sold at prices determined by the individual bureaus. Uniform prices cannot be quoted because of the wide variation in the types of maps.